

PAYING DUES BY CHECK

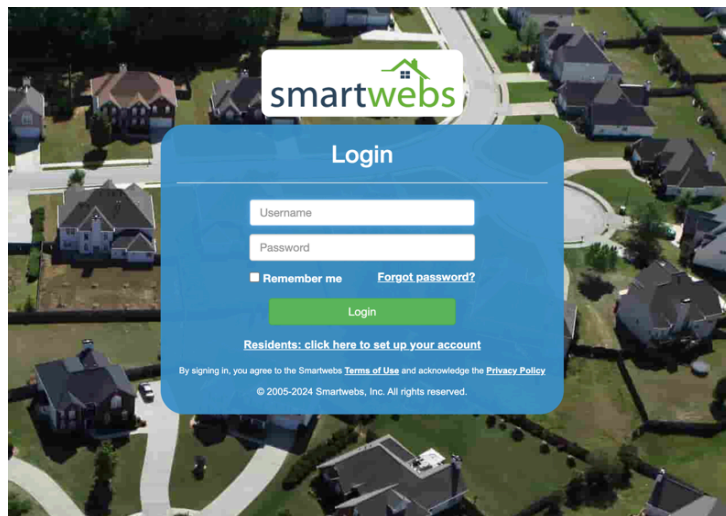
Finding Your Account Number

- 1) **First and foremost, remember that every property you own in Rams Hill is a member of **TWO** Rams Hill Associations.** Everyone belongs to the Rams Hill Community Association (RHCA) and also to their individual neighborhood association (e.g. Carrizo, Casitas, Estates, San Felipe, Santa Fe, Santa Rosa, Vallecitos). Thus, for each property you own, **you will be writing two checks for your dues ... one to the RHCA and the second to your neighborhood association.**
- 2) An important component of paying by check is to ensure that each check includes your account number. **You will have two account numbers per property... one for the RHCA and one for your neighborhood association. You will get these account numbers by logging into Smartwebs (the system provider for Community Financials)**

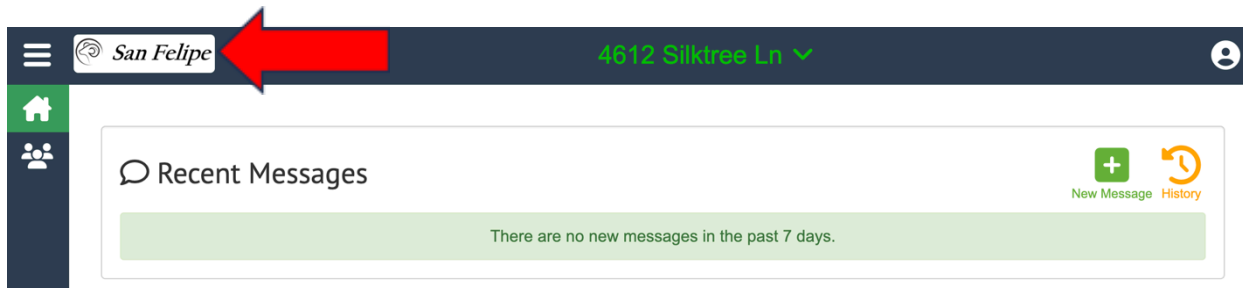
Directions

STEP 1: Go to <https://office.smartwebs.com/> and log in with the username and password included in your email. When you log in to your Smartwebs account, **you will land on the home page for your neighborhood association** (e.g. Carrizo, Casitas, Estates, San Felipe, Santa Fe, Santa Rosa, Vallecitos). Your neighborhood will be illustrated with the logo in the upper left hand corner of the web page.

Log in page



Landing on a neighborhood page. In this example, the neighborhood of San Felipe



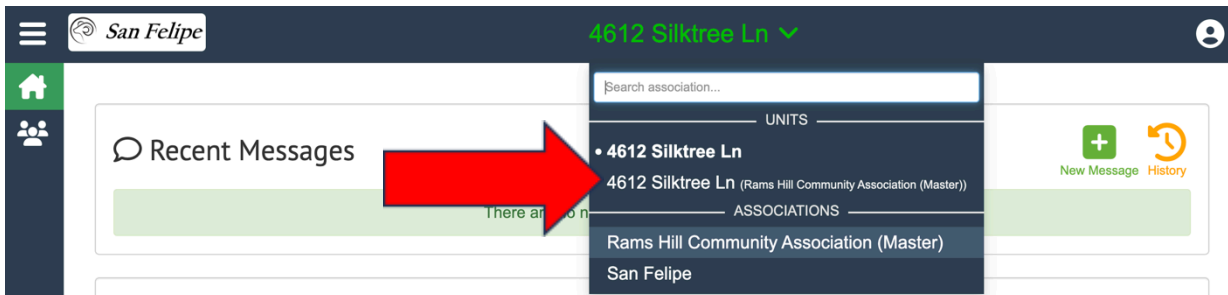
STEP 2: Once you are on your homepage, your seven digit account number for your neighborhood account is visible in “My Profile.” This is the seven digit account number you will place on your checks for neighborhood dues.

STEP 3: To find your RHCA account number you need to switch to the RHCA account view. Click on your property address at the top of your screen - Picture A below; you will see your unit listed for your neighborhood (with the dot next to it) and for the Rams Hill Community Association (Master). Click on your address with the Rams Hill Community Association (Master) noted - Picture B below. This will switch you to your RHCA account view. You will know you are in the RHCA section when the logo at the top left changes to the RHCA - Picture C below.

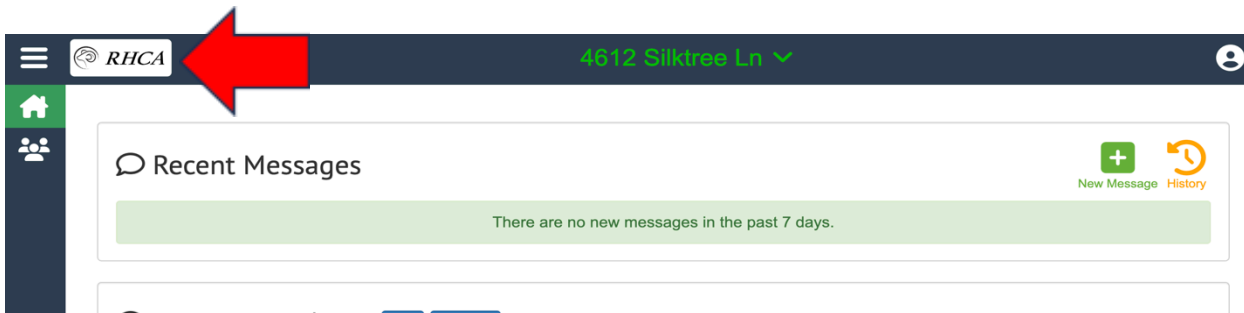
Picture A



Picture B



Picture C



Step 4: You will now be in the RHCA section of Smartwebs. Your seven digit account number for your RHCA account is visible in “My Profile”

If you own multiple properties within Rams Hill you should see all of your owned properties in the drop down menu under the center address. Note: each property will have two accounts - one for the RHCA and one for its neighborhood.

Writing Your Check

STEP 5: As mentioned above, you will need to **write two checks each month for each property you own** for paying your association dues (with the exception of Estates and Vallecitos residents who pay neighborhood dues on an annual basis):

- a. The first check will be made out to the Rams Hill Community Association which covers your Rams Hill Community Association monthly dues and your Social Membership monthly dues.
- b. The second check will be made out to your specific neighborhood association (e.g. Carrizo, Casitas, San Felipe, Santa Fe, Santa Rosa) for your monthly neighborhood dues.
- c. Note if you are a member of Estates and Vallecitos, you do not pay your neighborhood dues monthly, you pay those annually in January, so your next payment will be in January.

All checks should reference the appropriate Smartwebs account number on the memo line of the check.

Your checks can be mailed in the same envelope, and they should be mailed by the first of each month to:

***Rams Hill Community Associations
PO Box 174386
Denver, CO 80217-4386***

Caution: Do not address your envelope to Community Financials as it may be delivered to the wrong location

Check-Writing Services

If you are currently using a check-writing service from your bank, please log on to your bank's system and DELETE the current payment details. You should then set up two entirely new payment records (one for the RHCA and one for your neighborhood association) with your new Smartwebs account numbers, the remittance address shown above, and the amounts due each association. If you fail to delete your current payment records and set up new records you run the risk of misrouted or incorrect payments. Also, if you own multiple Rams Hill properties, you will need to set up two payments for each of your properties.

Please also note that check-writing services usually include up to a ten-day lag time from the date the check is processed to when it is received at the PO Box. Please set up your payment dates accordingly to avoid any late fees.