



**Penn Square
Condominium Association, Inc.**

Ref: Assessment Payment Options

6795 E Tennessee Ave, Suite 601
Denver, CO 80224
main 720.941.9200 | **fax** 720.941.9202

Dear Homeowner:

The Penn Square Condominium Association, Inc. banking relationship is with Community Association Bank, a division of Mutual of Omaha Bank. They are the leading lockbox processing center for Community Associations. Please note the many payment options and instructions below:

Payment with Physical Check

Place your physical check and coupon in the envelope provided to lockbox address:

**Penn Square Condo Association, Inc.
c/o Weststar Management
P. O. Box 52956
Phoenix, AZ 85072-2956**

Online Banking or Bill Pay

If you choose this method of payment, you must instruct your bank to send the payment to:

**Penn Square Condo Association, Inc.
c/o Weststar Management
P. O. Box 52956
Phoenix, AZ 85072-2956**

Payment with E Check or Via Credit Card

Payment features include:

- The option to schedule payments on a recurring basis
- The ability to manage payment and property information through your personal profile
- Access to transactions for up to 13 months when you create a user profile
- Real time credit card payments (subject to convenience fees you are responsible for)
- Go to <http://www.mutualofomahabank.com>
- In the middle of the page, go to the "Make a Payment" section, select "Pay HOA Assessment, Rent, & Other Services" from the drop down, and then click "Go".
- Select "Pay by Check" or Pay with a Credit Card".
- Complete the required information using what is provided on your payment coupon, and
Management Company ID **2315** Association ID **PENN**

We trust that you will find the above payment options to be helpful. If you have any questions about charges on your account please contact your Community Association Manager at Weststar Management. If you need help with the online payment options, please contact the **Payment Customer Service | 866.800.4656 | Mon-Fri | 7am-7pm Central**

**Sincerely,
Board of Directors**