



# Red Fox Cove Association How to pay your dues

April 28, 2020



## Required Information

Current dues	\$89.00
Management Company ID	6131
Association ID	RFC
Account number	10-digit code, located on bottom of your monthly billing statement

## Payment Options

### Automatic Withdrawal (ACH)

This service is free of charge and allows us to draft your monthly assessment each month on a set date. It is by far the easiest and most convenient way to pay. To enroll, please complete the enclosed form.

### Bill Pay Service

If you utilize your bank's online "bill pay" service, you will want to be sure to use the below address. Include your account number. It is 10 digits located on bottom of your monthly billing statement.

Red Fox Cove Association  
c/o Compass Management Group, Inc.  
P.O. Box 29128  
Phoenix, AZ 85038-9128

### Check Payment

To submit a check payment to the payment center, simply include the bottom portion of your statement to ensure proper processing. If you do not have the payment coupon, you can still mail a payment to the payment center, but please be sure to write your Association Account number (located on bottom of your monthly billing statement) on the check.

### Online Check

You can also pay online using your checking or savings account, without any fees! To do so, you will just need our Management Company ID, your Association ID, and your Account Number along with your banking information to utilize this service. Visit [www.compassmanagement.com](http://www.compassmanagement.com) to make an online check payment.

\*NOTE: We recommend using the "Pay Now" payment option versus setting up recurring payments through a profile.

### Credit Card

We do accept all major credit card payments, however there is a 3% fee assessed to cover processing for any payment up to \$3,000. While the fee is not ideal, it is certainly cheaper than paying a late fee to the Association. You can pre-pay for several months (up to \$3,000 per transaction) and still only pay one processing fee. You will need our Management Company ID, your Association ID and your Account Number to process online credit card payments. Visit <http://www.compassmanagement.com> to make an online credit card payment.



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### Online Payment Instructions

1. Visit [www.compassmanagement.com](http://www.compassmanagement.com) and click Make a Payment
2. Click Pay Now\*
3. Click Yes to Agree to Terms and Conditions
4. Enter requested information (name, email, phone, address, etc.)
5. Enter Management Company ID: 6131
6. Enter Association ID: RFC
7. Enter Property Account Number: located on bottom of your monthly billing statement
8. Click either Pay by eCheck (free) or Pay by Card (processing fee applies)
9. Enter banking information (routing number, account number, etc.)
10. Check box to agree to pay the total amount including any fees as shown
11. Click Next
12. Verify information submitted/entered is correct. If not, hit Cancel to edit.
13. Click Submit Payment to submit your payment

\*You can create a payment profile, which will eliminate several of the above steps. However, Compass Management Group cannot assist with any errors, resetting passwords, retrieving usernames, etc. when this option is selected. As a result, we advise that only the "One-Time Payment" option be used. Should you choose to set up an online payment profile, any assistance needed will be provided by Mutual of Omaha Bank: 1.866.800.4656

### How to retrieve your account number

The account number is a 10-digit number located at the bottom of your monthly statement (email and paper). It is unique to each address.

It is also listed in the welcome packet that the homeowner received from Compass Management.

You can contact Compass Management for assistance if you do not have these documents.

### Contact: Compass Management Group, Inc.

3370 Annapolis Ln N, #C

Plymouth, MN 55447

612.888.4710

[info@compassmanagement.com](mailto:info@compassmanagement.com)