

# Multiple Ways to Pay Your Condo Fee

Your HOA payment should go into Glenwood Place's Operating Account at Onpoint Credit Union. Here's our operating account information:

**AUO of Glenwood Place**  
**Member #1562036**  
**Account #0000015620362**  
**Routing #323075880**

We prefer that you mail your condo fee to our secure post office box so that we can see every payment, deposit it promptly and credit it to the correct homeowner. **Please make all payments payable to Glenwood Condos or AUO of Glenwood Place, address the payment to Glenwood Place and use address PO Box 20816, Portland, OR 97294.**

Please only drop your payment into the big rectangular box in the postal area if you're trying to avoid being late and let us know if you drop it there. That box is not secure and we would want to retrieve the payment as quickly as possible. Also, please be sure your payment drops into the bottom of the box.

We want to avoid the practice of handing your check to a person. Payments should be handled as in any business. They should be mailed or paid by direct transfer. We cannot handle payments in cash unless it's a Cashier's Check.

## Hand Write a Check

If you write your own check, please mail it using the details described above.

## Use Your Bank's Bill Pay Function

If you are going through Bill Pay, please make sure the payment is payable to **Glenwood Place**, not to Onpoint. **Always mail it to Glenwood Place, PO Box 20816, Portland, OR 97294.**

When you use Bill Pay, a check is cut and then goes through the mail. That is why the address you use is very important and should be our PO Box address.

## Make Your Payment in Person

If you go to Onpoint at any location to make your payment, PLEASE make sure the bank representative records your name and unit number on the transaction. If they don't do so, we have no idea which homeowner to credit and must spend extra time on the phone researching the transaction.

## P2P Payments

Some folks have set up direct transfers into our account at Onpoint. As long as these transfers include your identifying information, they work just fine. If they don't include your identifying information, we will need to spend time researching the transaction and then spend time with you correcting how the payment is made.

Thank you for your cooperation with these guidelines.