

ASSESSMENTS for Arbor Rose Homeowners Association

Updated 2024

c/o Horst Management Services
P.O. Box 3330 • Lancaster, PA 17604-3330
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Please refer to the Association's annual budget for information regarding what expenses the assessment covers. The Board of Directors approves a budget on an annual basis.

How much?	\$275.00
How Often?	Annual
Date Due:	April 1st
- Payment of Fees: The owner is responsible for any fees from the date settlement took place and thereafter. All fees are due on the first of the month. If the assessments are not paid, late fees will accrue.	

OPTIONS THROUGH HORST'S HOMEOWNER PORTAL (Electronic payments)

Horst Management Services is pleased to provide a Homeowner Portal where you will be able to pay your monthly assessment, view and download Association documents and resources, submit Architectural Change Request forms, view a community directory and more!

Once you have set up your Portal account at portal.horstmanagementservices.com, you will be able to make electronic payments or sign up for automatic monthly payments.

1. Make a One-time Online Payment through First Citizens Bank

- In the portal, click "billing" from the menu on the left side of the screen.
- Click "CIT Online Payment" in the shaded box.
- Click "Make Payment."
- Click "Yes" to agree to terms and conditions.
- All your information will be filled in for you, including your *NEW ACCOUNT NUMBER*.
- Scroll down to the bottom of the screen and choose either "Pay by eCheck" (free!) or "Pay by Card" (fees apply).
- Follow the prompts to complete your payment.

2. Set up Auto-Draft Payments (Horst automatic payment option)

- In the portal, click "billing" from the menu on the left side of the screen.
- Click "Enroll Now" next to "Auto-Draft" in the shaded box.
- Fill in the requested information.
- Type your name in the field next to "eSignature."
- Click "Enroll in Auto-Draft"

MAILING ADDRESS OR YOUR BANK'S ONLINE BILL-PAY

Use the information below to mail your payment OR set up Arbor Rose Homeowners Association as a payee with your bank's online banking bill-pay.

What do I need to do? Please complete your Bill Pay setup exactly as follows:

- **Payee:** Arbor Rose Homeowners Association
- **Address 1:** c/o Horst Property Management
- **Address 2:** PO Box 60545
- **City:** Phoenix **State:** AZ **Zip:** 85082-0545
- **Account Number/Reference Number:** Please include your account number in the notes/memo section. Your NEW account number is listed on your payment coupons or is available by logging into the Homeowner Portal and clicking on "billing."

For Account questions, please contact Cristie Neal at Horst by calling (717) 581-9834 or emailing cneal@horstgroup.com.