

CARNELIAN WOODS

Payment Methods

March 1, 2024

There are lots of ways to pay!

Payments are due at Carnelian Woods by the due date. Carnelian Woods now uses First Citizens bank, so please **do not** make payments through Zelle to Wells Fargo. That account still exists for local banking, but paying there will delay crediting your account.

Electronic payments automatically show up in the eUnify portal within 1-2 days, while paper checks only show up when the portal is manually updated, usually twice a month.

Electronic Payments

eUnify Portal

Browse to carnelianwoods.eunify.net and log in.

Click **PAY NOW**

If you have not made a payment before:

Click **Payment Method**.

Note that convenience fees apply, click **Payment Fee** for the current fees.

Click **+ Add Payment Method**.

Click one of the payment types **Card**, **Google Pay**, or **US bank account**.

Enter the requested information. For bank accounts, you will need to verify a test deposit.

Click **One Time Payment** to make a single payment.

Note that convenience fees apply, click **Payment Fee** for the current fees.

Select a **Payment Method** previously set up.

Adjust the payment amount if needed.

Click the authorization box.

Click **Submit Payment**.

Click **Recurring Payment** to set up automatic payments

Note that convenience fees apply, click **Payment Fee** for the current fees.

Click **Add Recurring Payment** to set up a new recurring payment.

Enter a **Nickname** to remember what this payment is for.

Select a **Payment Method** previously set up.

Select the **Payment Frequency** (usually Quarterly for Carnelian Woods).

Select a **Start Date**.

Select an option for the **End Date**.

Select **Payment Amount** of a **Fixed Amount** and enter the amount, or select **The full amount due**. Selecting **The full amount due** will automatically change the amount paid when the amount of the dues changes.

First Citizens Bank

Browse to propertypay.firstcitizens.com.

If you have not made a payment before, create an account or log in and add a new property.

The association ID (Assn ID) is CARN and the management ID (Mgmt ID) is 2201. You can also find these in the lower left corner of your statement, on the remittance slip. Your account number is on the top right and bottom middle of your statement, and can also be found on your home page in the eUnify Portal.

Carnelian Woods previously used First Citizens for payments so make sure you see:

Managed by 2201 **Alpenhof Management Services LLC**

Payments made to the old account will not reach Carnelian Woods.

Since you could have more than one property at First Citizens, be sure to select the correct property for the payment.

Click **Make A Payment**.

Click **One-Time Payment** or **Schedule Payments**.

If you selected **One-Time Payment**

Click **Add** to set up a payment method if you do not have one already.

Select a **Payment Method** previously set up.

Enter a **Payment Date**.

Enter a **Payment Amount**.

Note that while ACH transfers from checking and savings accounts are (currently) free, card payments have a convenience fee.

Click **Continue** and complete the requested information.

If you selected **Schedule Payments**

Click **Add** to set up a payment method if you do not have one already.

Select a **Payment Method** previously set up.

Select the **Schedule Frequency** (usually Quarterly for Carnelian Woods).

Select a **Start Date**.

Select an option for the **End Date**.

Enter a **Schedule Name** to remember what this payment is for.

Enter the **Enter Payment Amount**.

Click **Continue** and complete the requested information.

Paper Check

You can write a check to *Carnelian Woods* for the amount listed on the statement and mail it with your remittance slip to:



CARNELIAN WOODS

Fastest is to First Citizens bank through the Phoenix PO box:

Carnelian Woods
% Alpenhof Management Services
P.O. Box 98440
Phoenix, AZ 85038-0440

Or

Mail to Carnelian Bay is very slow and literally seems to take a week longer to arrive:

Carnelian Woods
P.O. Box 68
Carnelian Bay, CA 96140

Or

Drop the payment in the slot to the right of the lodge front door, or in the office with Janessa.

Or

Bill pay through many banks will either do an electronic payment or send a paper check. Please include the association ID, management ID and account number on the check.

The association ID (Assn ID) is CARN and the management ID (Mgmt ID) is 2201. You can also find these in the lower left corner of your statement, on the remittance slip. Your account number is on the top right and bottom middle of your statement, and can also be found on your home page in the eUnify Portal.