



1/20/20233

Re: Approved Budget and Assessment Notice for 2023

Dear Homeowner:

Enclosed you will find the approved 2023 budget for Amberwoods of Great Falls Homeowners Association. The budget includes funding basic services such as mowing and landscaping maintenance, park usage, maintaining community common elements and funding the reserve account. An adequate reserve fund is required by state law, also our governing documents to maintain common area property which will retain and hopefully increase property values for all

Based on the budget analysis and projections, the Board of Directors voted to increase the annual assessment by 3%. Below is a chart of the new assessment rates for 2023. The new assessment rates will be due annually effective March 1, 2023. The primary reason for the increase is to keep up with the cost of inflation and contribute to the Replacement Reserves sufficiently.

Assessment Year	2022	2023
Homeowners Annual Fee	\$375	\$386.25

Please note, if you have already signed up for TOPS PAY, the new assessment amount will automatically be adjusted on March 1, 2023. If you would like to sign up for TOPS PAY, please follow the steps below to set up your account.

You can set up recurring or one-time payments through our on-line portal and save your payment methods to use again in the future. Please follow the steps below to set up your account.

- Step 1: Visit the ComWeb Portal website - <https://comwebportal.com/>
- Step 2: Once you are on the webpage, please click "Register as a new user"
- Step 3: Enter your Association Name
- Step 4: Enter your email address
- Step 5: Enter your unit address
- Step 6: Select your method of contact to verify the account (If the email address and phone number do not populate, input your account number)
- Step 7: Once registered you will be able to make a one-time payment through the portal through the PAY NOW red button on your dashboard screen
- Step 8: If you would like to register for automatic payments, please do so via the Payment Methods tab on the left-hand side of your screen.

Sincerely,
Shunell Eblen, CMCA
Managing Agent