

PAYHOA CONVERSION TO TOPSONE PORTAL

Payments

1. If your bank automatically issues your check the conversion will not affect you.
2. You may still drop a payment in the drop box by the clubhouse.
3. You may still mail a check to PO Box 1265 Norman, OK 73070
4. Late fees are suspended temporarily during the transition but may be reinstated on a case-by-case basis for those that take advantage of the suspension.
5. When you log in to TopsOne, your most recent payment may not have been posted yet. We froze the accounts on July 15 so we could begin to reconcile them all. All August payments will be posted as soon as the new portal is launched.

Association Documents

1. Association documents, such as covenants, by-laws, rules and regulations, site map, etc. will be transferred to the portal. They will no longer be on the capitolrealty.com website.
2. All covenant violations have been suspended temporarily, (but again may be reinstated on a case-by-case basis), the new portal will allow the HOA to take pictures of violations, upload them, and immediately email them to owners. If you elect not to join the portal, you should provide a good email for notices, as they will be electronic moving forward. If you are not tech savvy, please provide an email of someone who is that can let you know what is taking place at your unit, otherwise, you may not receive notice until after you receive a fine. For those that prefer not to be on the portal or provide an email, you should routinely check, or have your property manager check, your unit for compliance. Once the new portal launches, we will be doing a complete compliance run of all properties.
3. 3. Notice of annual meeting, minutes, and financials will eventually be loaded on to the TopsOne portal. This makes it very important that you are registered.

Account Balances

1. Once the data entry portion of the transition is complete, you will receive an email to register on the TopsOne portal. In your personal account portal, you will find your account balance. If you feel the account balance is in error, please let us know. We have saved account history for your convenience.

Again, you will receive an email invitation around the first of August, (after we have completely reconciled the chart of accounts and each unit). This will be your opportunity to log in and register.