



**IMPORTANT INFORMATION
FOR SUNBURST FARMS EAST, INC. HOMEOWNERS**

December 16, 2024

Dear Sunburst Farms East Homeowner:

On behalf of Tri-City Property Management Services, Inc., we are pleased to have the opportunity to work with your Board of Directors for the benefit of your Community Association, effective January 1, 2025. Your board is making this change to improve service to your community. We are writing to introduce our firm and provide you with information regarding the transition period.

For those of you that are not familiar with our firm, Tri-City Property Management Services, Inc. is a full-service management company operating in Arizona for 50 years with an impeccable reputation in our industry.

TRANSITION INFORMATION:

We will be working with your Board of Directors throughout the transition. Until we have your community's records, which includes the final financial records and owner ledger information, we will not be able to provide you with your account balance, and we may not have that information available until sometime in January.

EMPHASIS ON COMMUNICATIONS:

Along with your board of directors, we wish to place an emphasis on communication, as well as using electronic communications to save your community printing and postage costs.

When possible, correspondence will be sent to members by email. We encourage you to participate in our email Program, which will save your community substantial printing and postage costs. To participate, please email us and include Sunburst Farms East, your name and your lot number to optin@tcpm.net. We will do the rest.

We would also like information on ways to contact you, should the need arise. Attached is a form we would appreciate you completing and returning to us. This will ensure we have the most up to date information as well as an emergency contact in case you are out of town, and something happens on your property, irrigation system, bridle path or surrounding areas.

MESA (CORPORATE): 760 S Stapley Dr • Mesa, AZ 85204 • TEL: 480.844.2224 • FAX: 480.844.2061

PRESCOTT: 302 W Willis St Suite 101 • Prescott, AZ 86301 • TEL: 928.237.2224

www.tcpm.net



ASSESSMENT COLLECTION:

To comply with Arizona Revised Statute § 33-1803, we wish to inform you of the following late fee and delinquency interest provisions for your community, as outlined in your Declaration and as established by your Board of Directors.

BASED UPON GOVERNING DOCUMENTS - Your monthly fees are due the 1st of every month and are considered delinquent if not paid by the 15th, resulting in a late fee of \$15.00. Interest is charged at 10% per annum on any assessment over 30 days overdue.

Please note that payments for fees can no longer be hand dropped in the SBFE mailbox at the well site. You may set up online payments by visiting www.tcpm.net and clicking on “Make a Payment” to see the different options available.

Note: If you have automatic checks sent to SBFE from your bank, please have your January payment be your last bank check sent to SBFE and cancel any remaining dates you have dated for auto payments. Refer to the above for setting up new payment options.

If you would like to send in your next payment at this time, please mail (or drop off) to:

Sunburst Farms East
c/o Tri-City Property Management
760 S Stapley Dr
Mesa, AZ 85204

COMMUNITY MANAGEMENT:

Your community is being assigned to Ashley Ramirez. Her contact information is below. Ashley will be working directly with your Board and the Tri-City team in the management of your community. We are also providing contact information for your Assistant Community Manager.

Ashley Ramirez, CAAM
Community Manager
(480) 844-2224

ashley@tcpm.net

Lorie LeCuyer
Assistant Community Manager
(928) 237-2224

lorie@tcpm.net

Our firm hires an outside service that reviews the recorded deeds and county assessor’s website and provides us with a comprehensive list of owners that we will compare with the information that we have been provided by your current management company. We will be updating that information with any changes that we find so that the membership listing for the Community matches the deeded owner for each lot. Many times, members move their property into a trust, or quit claims the home to remove or add a spouse, etc. and the

management company may not have been notified of the change. We also do this to learn of any recent or pending foreclosures. We go through this exercise to protect your Association and our firm due to increasing scrutiny and legislation imposed upon owner associations and firms in our industry. We wish to bring this to your attention, since you may notice a change in how correspondence is addressed to you in future correspondence.

RENTAL UNITS:

We would also like to bring to your attention a law passed in 2014 that **requires owners to register their tenants with their community association**. If your home is occupied by someone other than the owner, it is considered rented or leased. Please provide your tenants with a copy of the Declaration and Rules & Regulations, as required when someone occupies the property without a deeded owner in residence. Enclosed, you will find a form to register your tenant. If we receive this form by January 31st for any current tenant noted from Sunburst Farms East, the \$25 registration fee will be waived. Note: rental or leasing a casita or guest house is prohibited. Sunburst Farms is zoned Single Family and property owners will be contacted. Additionally, we encourage your tenants to opt in to electronic communications. When notifications are relevant for both owners and non-owner residents, our firm will send correspondence directly to tenants. Choosing electronic delivery helps save time and resources.

We look forward to serving you and thank you in advance for your cooperation and understanding while we transition your community to our firm.

Sincerely,

Deja Rabone

Deja Rabone, CAAM
Director of Community Manager Development

(*) Pursuant to, and in compliance with ARS § 33-1803

Enclosure – Updated Information Form
Tenant Registration Form