

March 7, 2025

Hello

As we transition from Tri-City Property Management back to Sunburst Farms East, please refer to the following relating to your monthly payments.

Property owners that set up ACH payments directly with TCPM by completing an ACH form provided by TCPM and you as the property owner sent TCPM a VOIDED check with your completed form for them to set up your monthly payment **NOTE – ALL ACH accounts have been canceled documents and voided checks shredded, and the website portal has been removed by TCPM.** *Your March payment was not pulled from your bank account, and you will need to send your March payment to Sunburst Farms East via a personal check and mail your payment to Sunburst Farms East Inc. 13634 N. 52nd Street, Scottsdale, AZ 85254.*

You have two options to pay your monthly fees going forward.

Send a personal check to Sunburst Farms East monthly and ensure your payment is received by the 1st of the month or elect to set up automatic bank checks to be sent from your bank directly to Sunburst Farms East. If you elect the automatic bank process, you need to schedule your payment to arrive to SBFE by the 1st of every month not mailed on the 1st.

No payments are to be placed in the SBFE mailbox at the well site.

Property owners that have sent personal checks directly to TCPM for their March fees have not been cashed by TCPM. Checks were picked up today from TCPM by a SBFE BOD. Any checks received by TCPM over the next several weeks will be picked up by a SBFE BOD, cashed and applied to the appropriate account and statements will be updated. Please begin making your monthly payments to Sunburst Farms East 13634 N. 52nd Street, Scottsdale AZ 85254 and reference your property lot number on your check. *****If you have not mailed your March check yet, do so immediately and send to the SBFE address above*****

Property owners that set up automatic payments issued by their bank need to cancel any remaining scheduled payments that were being issued to Tri-City address. If you can cancel your March automatic payment do so and change your payment to be issued to Sunburst Farms East 13634 N. 52nd Street, Scottsdale AZ 85254 and reference your property lot number. If you are unable to cancel your March scheduled payment, the check will be sent to TCPM. They are not cashing any payments and an SBFE BOD will be picking up checks weekly. Please update your monthly automatic bank payments to begin paying SBFE April 1st. Update the address to Sunburst Farms East 13634 N. 52nd Street, Scottsdale, AZ 85254 and reference your property lot.

Property owners that set up their monthly fees to be paid using First Citizens Bank online service must go to the below link and refer to the attached instructions to cancel any remaining scheduled online payments. <https://propertypay.firstcitizens.com/>. **You will need to send your March payment to SBFE if it was not paid automatically via your online set up with First Citizen.**

NOTE any checks whether personal or from your bank that are received by TCPM from March 8th forward (until all property owners have converted their payment back to SBFE) will be returned to SBFE uncashed and picked up by an SBFE BOD and applied to the appropriate accounts and statements updated.

If you still have questions and concerns about canceling your payment and the process to send payments to SBFE, please email admin@sbfehome.com or call the office 602-996-5796.

We appreciate everyone's patience and understanding during this time.

Cordially

SBFE BOD

SBFE Additional information relating to canceling and resetting up payments