

Brighton East Farms Homeowners Association
1499 W. 121st Ave. #100
Westminster CO 80234

September 13, 2022

John Homeowner
1234 Main St.
Brighton CO 80061

Dear Homeowners:

We are pleased to inform you that the Board of Directors has hired Homestead Management Corporation as our new management company. Homestead will assume the management contract effective **October 1, 2022**. We are excited about this change and confident their industry experience will be a great asset to the smooth and efficient operation of our Association. Our Community Manager will be **Brandy Such**.

Coupons for **October 2022** through **March 2023** will be mailed to you directly from the printer. The printer is making every effort to get them in the mail by 09/15/2022. If you have already sent in a payment, it will be forwarded to Homestead by the former management company. Please find all payment options available to you on the reverse side of this letter along with your specific account information.

Please use the address at the top of this letter for Association correspondence. Homestead Management will also be providing a website with a wealth of information for our community. You will receive more information about the website soon.

The following is information the Association currently has as it relates to your home. Please take a moment to review the accuracy of this information and let our manager know of any corrections. **Correct phone numbers and email addresses are essential for good communication within the community.** Please note that your email address will only be used for the purpose of communicating Association business.

Owner Name(s): John Homeowner
Mailing Address: 1234 Main St.
Brighton CO 80061

1st Owner:

Home Phone: 303-123-4567
Work Phone: 303-987-6543
Cell Phone: 303-456-7890
Email Address: John.homeowner@fake.com

2nd Owner:

Home Phone:
Work Phone:
Cell Phone:
Email Address:

As your Board of Directors, we look forward to staying in regular communication with you. Please don't hesitate to contact **Brandy Such** at Homestead Management at (303) 457-1444, or email at blsuch@homesteadmgmt.com, if you have any association questions or concerns.

Sincerely,
Board of Directors
Brighton East Farms Homeowners Association

Payment Options

Association's Bank Website Online Payment Via eCheck or Credit Card (one time & recurring options)

How does it work? Go to the Association's bank website: <https://pay.allianceassociationbank.com/home?cmcid=8CFC867A>
You setup a one time or recurring payment using eCheck or all major credit cards:

- **One-Time eCheck (No Fee):** One-time ACH direct debit.
- **Recurring eCheck (No Fee):** Recurring ACH direct debit withdrawal allowing owners to determine the date of the debit; the Association's bank will send a reminder email prior to the debit.
- **Credit Card (Fees exist):** All credit cards are accepted.
 - Credit Cards incur a 3% service fee applied at the time of payment.
 - Debit Cards incur a flat \$5.00 fee charged at the time of payment.

Your Bank's Online Bill - Pay Service (3rd party payments)

How does it work? If you utilize your bank's Bill Payment Service, please do the following:

- **We highly encourage you to delete any existing payment profiles** and create a new one with the Las Vegas, NV payment destination address listed below.
- **Ensure the check is made payable to your association** and the memo portion includes the following information/instructions:
 - Management Company ID: 0850
 - Association ID: BEF
 - Property Account Number: SF0472SUN

Example Memo: 0850 - BEF - SF0472SUN

*****Do NOT send payments to 1499 W. 121st Ave. They will be returned to you.*****

Personal Checks via US Mail with Association Coupons

How does it work? You write a check, enclose your coupon in the envelope provided and mail it in every time your assessment is due. **Please allow 5 to 7 business days for the check to reach the payment destination and the posting process to be completed.**

What do I need to do? Write a check payable to your homeowner association, **as it is written on the coupon**, properly place your coupon in the window envelope provided and mail it. **Important: Write your homeowner account number as it appears on the coupon- on your check.**

*****If you are paying for multiple properties in this community, please send a separate coupon and check for each property. (Never submit payments for multiple communities in the same check/envelope.)**

Note that the payment destination address on the coupon is:

Brighton East Farms Homeowners Association
c/o Homestead Management
PO Box 94683
Las Vegas NV 89193-4683

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