



Date: December 15, 2016
From: Cabrera Property Management
To: All Owners

Re: Changes for 2017 (Method for paying dues)

You will receive a coupon book that you will use to make your HOA assessment payments. The coupon books should arrive to you from the Printer the first week of January. Due to the delay in the coupon book arrival, your fees will not be due until January 15th.

To assist you, we are very happy to offer these four (4) user friendly payment options.

Options 1 & 2: With your Internet browser, visit the sites listed below to make a payment by Credit Card or eCheck. A *Community Association Banking Online Payment* guide on “**How To Make a Payment**” has also been provided.

1. To pay by Credit Card use <https://creditcard.cab.payments.mutualofomahabank.com/>
2. To pay by eCheck use <http://cabpayments.mutualofomahabank.com/>

Option 3: Mail your payment by simply placing your **CHECK AND COUPON** in the envelope that will be provided with your coupon book, put a stamp on the envelope, and drop it in the mail. Please do not use staples or paperclips and do not fold your payment documents. Also, allow a few extra days for the mail to be received at our lockbox facility. **Please make checks payable to your association NOT the management company, and make sure your account number is on your check.** You will need to write separate checks for reserve and operating payments, **do not** combine payments in one check.

Option 4: Use Bill Payment services provided through your banks online banking product (if available). When selecting this method of payment you must list the **Name of your Association, c/o [Name of Management Company], property account number, (listed on your coupon book) P.O. Box 52364 Phoenix, AZ 85072-2364** as the address for your payment. It is very important you list your complete account number, as it appears on your coupon.

We hope you share our enthusiasm about the payment options available to you. We appreciate the opportunity to support your needs and look forward to providing you value added services in the future.

If you have any questions, please contact Tami Bradley, Property Management Administrator at tami@cabreracompanies.com

Sincerely,

Don Cabrera