

IMPORTANT INFORMATION from LVWA regarding your Monthly Maintenance Fees

The first maintenance payment for the new fiscal year is due **October 1, 2026**.

New Information regarding transition from Coupon Books to Statements

Please be advised that LVWA will no longer send coupon books for payment of your fees as we transition to a new software provider. For the months of October and November, **YOU WILL NOT GET A COUPON**: Please refer to the attached Maintenance Fee Schedule to determine the monthly amount for your unit, and mail your check to:

**LEISURE VILLAGE WEST ASSOCIATION
PO BOX 98282
PHOENIX, AZ 85038-0282**

PLEASE BE SURE TO INCLUDE YOUR ACCOUNT NUMBER AND/OR YOUR UNIT ADDRESS ON THE CHECK.

After November, if you are not signed up for automatic payment through First Citizens Bank, you will receive a monthly statement with a coupon attached to make your payment. These statements will be emailed to you monthly to your email on file with the Association, or mailed to you if you do not have an email on file. Continue to mail your check without a coupon to the Arizona address until you receive a statement with a coupon attached. **This does not apply to owners who are currently enrolled in First Citizens Auto Pay (see below for First Citizens Auto Pay information).**

Automatic Payment Information

For those owners for whom **LVWA** has established a monthly ACH payment with First Citizens Bank:

- **LVWA will make the adjustment to your autopay amount for the increase of \$38 per unit per month effective October 1, 2026.** Please remember to fund the new monthly amount in your bank account.
- **While LVWA set up your First Citizens Bank ACH payment, you will now, effective immediately, be responsible for managing your existing ACH Auto Pay account directly through the First Citizens online portal.** To access your account, please visit propertypay.firstcitizens.com and sign in using the email address you provided when your ACH Auto Pay account was originally established. Upon your first log in, please reset your password to one of your choosing and store it in a secure location for your future reference.

For those owners who have established their First Citizens Bank monthly ACH payment **on their own**:

- **If you would like LVWA to adjust the autopay amount for you, you do not need to do anything.**
- **If you would like to make the adjustment to your FCB autopay on your own, please contact the Accounting Dept. no later than September 14, 2026, either by phone (732-657-9595 x104) or email (mschoenig@lvwa.net) and let us know that you will make the adjustment. If you do not reply by September 14, 2026, we will make the adjustment with First Citizens Bank Property Pay for you.**

If you have any questions, please contact Michele S. at (732) 657-9595 x104 by September 15, 2026.