



Many Assessment amounts are increasing in 2025. If you use one of the methods below to make automatic payments, you must update the payment amount using that platform. Assessments are due on the 1<sup>st</sup> day of each month, quarter, or year (depending on the frequency of your community's assessments).

### MAIL

To avoid late fees, please consider USPS mailing time and allow 10-14 days for delivery of your payment. You may pay by personal check or Bill Pay through your bank. Please make your check payable to your community and include your account number, then mail it to:

Community Association Name  
c/o Warren Management  
P.O. Box 98035  
Phoenix, AZ 85038-8035

### USING YOUR BANK'S BILLPAY SERVICE

Most financial institutions offer a Bill Pay service that allows account holders to set up payments sent by the bank on a specific day. This service relies on the United States Postal Service for delivery. Remember, if your assessment amount has changed, you must log in to your bank's website to update the amount.

### ONLINE PAYMENT

Recurring and one-time payments can be set up using the First Citizens Bank payment portal. This is a third-party provider and not managed by Warren Management; therefore if changes to the payment schedule or amount are required, this must be made by the account holder. While payments made via recurring ACH payment by e-check are free, a fee is charged for payments made via debit or credit cards and one-time ACH payments.

Access the homeowner portal by visiting <https://portal.warrenmgmt.com>. Once logged in, click "Make a Payment", then click "Online Payments". Finally, click "Make Payment". At this point, you will be redirected to the First Citizens Bank website.

- On this page, you may click the "Sign Up" button to establish an account to set up a recurring payment schedule.
- If you already have an account, select the "Login Button" to make a payment. If your dues have increased and you already have recurring ACH payments, please delete your existing payment schedule and create a new one with the increased dues amount.

You should only access the <https://propertypay.firstcitizens.com> site directly if you have previously established an account on that site. If you have not established an account previously, you must follow the instructions above to access the First Citizens site from <https://portal.warrenmgmt.com>.

If you require support using the First Citizens Bank Property Pay website, you may reach their support center at 866-800-4656 or [servicepropertypay@firstcitizens.com](mailto:servicepropertypay@firstcitizens.com).