

## Pelican Ridge

### HOMEOWNERS ASSOCIATION

#### 4TH QUARTER ASSESSMENTS

- The board has agreed to waive late fees and interest for the 4th quarter assessments to provide residents with time to adjust to the transition to Magnolia Management.
- Regular quarterly invoicing will resume in January 2024.
- If you need assistance with paying off assessments, accessing your homeowners portal, or making online payments, please reach out to Magnolia Management for support.

Magnolia Management Services  
225-286-7546  
Info@magnoliabr.com

#### OPTIMIZING YOUR HOA WEBSITE

[pelicanridgesubdivision.com](http://pelicanridgesubdivision.com)

Pelican Ridge has a website with resourceful links for payments, homeowner portal access, and association governance documents.

#### HOW TO PAY YOUR DUES

##### To Pay Online:

Payment Portal Website  
[www.propertypay.firstcitizens.com](http://www.propertypay.firstcitizens.com)

To Pay Online, you will need to know the following information:

- **Management Company ID:** 3149  
(Magnolia Management Services ID It will list our old company name, Pelican Management Group.)
- **Association ID:** PRD
- **Property ID:** Your Account Number

##### To set up scheduled pay:

- Go to:  
[www.propertypay.firstcitizens.com](http://www.propertypay.firstcitizens.com)
- Login
- From the main page select **Add a Schedule** from here enter payment information

Payment schedule options are:

- Monthly
- Quarterly
- Semi – Annual
- Annual

##### Pay By Check:

Pelican Ridge Phase II HOA  
PO Box 98067  
Phoenix, AZ 85038

*\*In the memo line include lot # or account #*