



NEW MAILING ADDRESS AND INFORMATION FOR PAYMENTS

Dear Homeowner:

Sixes Management Group is transitioning to a partnership with CINC Systems, LLC and AXOS Bank to provide your community's payment processing, banking and web services. We are very excited to introduce this new partnership as the online experience and access to information will be vastly improved for homeowners, and we look forward to continuing to provide you with the highest level of service.

Our transition to CINC will take effect on May 1st, and the transition period is underway and will continue through the end of May. As part of this process, we must briefly suspend transactions in order to bring the community's data into the new system. For example, online payments and homeowner balances will be temporarily unavailable while we verify homeowner balances in the new system. As a result of this transition, late fees will not be assessed for the month of May to allow all homeowners time to adjust to the new payment address and options.

For your convenience, Sixes Management Group in conjunction with CINC Systems will provide the following methods of payment:

- 1) **Online Payments:** You will be able to make online payments using either e-check or credit cards. To make your payments, please go to our website at <https://sixes.cincwebaxis.com>. This website has been specifically designed to allow you the convenience of making your payments online and accessing your account information. On your first visit to the website, you will need to register. Simply click on the "Register" button and complete the information required. Once your registration request is reviewed and validated by the Sixes Management office, you will receive an email with a link to set your password. You can then log in with your email address and new password to make payments and access information about your community. You will be able to establish recurring payments via the portal prior to May 1st, but no payments will be processed until May 1st. Additionally, much of the portal functionality will not be available until later in May, with the goal of having all aspects of the portal completed prior to June 1st.
- 2) **Online Recurring Payments:** Our website also allows you to set up automatic recurring payments. To setup your recurring payments, log into your account and then click the Pay Assessments Link. On the Pay Assessments page, you can choose to set up your recurring payments for echecks or credit card by clicking on the New Recurring Echeck or New Recurring Credit Card link. Sixes Management negotiated with CINC to have NO convenience fee for echecks (this typically requires a \$1.99 fee), but there continues to be a 3.25% convenience fee for credit card payments.
- 3) **Lockbox Service:** If mailing checks, the new address for mailing payments is listed below. When writing your check, please make sure to make it payable to your Association and include your account number on the memo line.
- 4) If you would like to pay your assessments using an online bill payment service or your personal bank's online payment service, you must delete and set up a new payee using the updated information below. This will ensure your payment is posted promptly. Please make sure to make it is payable to your Association and includes your account number on the memo line.

Association Name
c/o Sixes Management Group
P.O. Box 439
Commerce, GA 30529

Please let us know if you have any questions regarding the transition to our new software or any of the features that will be available. Also, please do not hesitate to contact our office if you have any payment issues or questions. Additional information will be sent in May as the full functionality of the new homeowner portal is available.

Sincerely,

Sixes Management Group
(770) 575-0943
info@sixesmanagement.com