

**Northshire Maintenance Fund, Inc.**  
**6842 North Sam Houston Parkway West**  
**Houston, TX 77064**

[www.northshiretx.org](http://www.northshiretx.org)

[www.sterlingasi.com](http://www.sterlingasi.com)

Dear Homeowner,

We would like to take this opportunity to provide significant dates and important information regarding payment of your annual fees. Please read all this information. Any questions may be emailed to [NorthshireMaintenanceFund@gmail.com](mailto:NorthshireMaintenanceFund@gmail.com).

**Timelines**

- Dec 28, 2023 – Invoices mailed.
- Feb. 1, 2024 – Invoiced amount is due in full.
- March 8, 2024 – Unpaid Invoices are declared Past Due. An Administrative Fee is applied and interest begins accruing.
- April 8, 2024 – An updated invoice and a reminder letter will be sent to homeowner.
- May 1, 2024– Unpaid Invoices are declared Delinquent.
- June 15, 2024– Delinquent accounts will be mailed a Certified Demand Letter. Additional fees apply.
- July 21, 2024 – Accounts not responding to the Demand Letter will be referred for collection.

**Fees** – 2024 Fees have been set at **\$550.00**. The Board established the assessment rate of **\$550.00** per annum.

**Invoices** – Invoice reflects only year 2024 fees(s). To avoid an administrative fee, please pay the full invoice amount. Any past due balance from a previous year will be invoiced separately.

**Payments** – Payments made by check or Money Order must be mailed and cannot be accepted in person. **Do not mail cash**. Please indicate the property address or invoice number on remittance to assure proper credit. Postmark date will determine timeliness of payment.

As a convenience, we will now be able to accept **E-checks** or **Credit Cards** as a form of payment. You can do so on-line at [www.cabanc.com](http://www.cabanc.com) and will need your account number, which is provided on your statement. A small fee will apply to credit card payments.

**Administrative Fee** – Past Due accounts will be charged late fees of \$35 and a **\$25 Administrative Fee**. This is a one time fee to cover additional administrative costs and the cost of mailing another invoice and reminder letter.

**Interest** – Interest will accrue at the rate of 10% annually on unpaid balances beginning March 1, 2024.

**Returned Item Fee** – Any payment that is returned, rejected, or charged back for any reason, will be charged a Returned Item Fee of \$30. We will not redeposit unpaid items. Homeowner will have 10 days after notification date to pay entire balance with certified funds. After that period, the account will be placed in collection status.

**Please accept our sincere thanks for paying fees in a timely manner.**

**Northshire Maintenance Fund, Inc. Board of Directors**