

Andover Glen Homeowners Association

c/o <<treasurer name>>

<<treasurer address>>

Aurora, CO 80015

August <<31>>, 20<<XX>>

<<homeowner name>>

<<homeowner address>>

<<homeowner CSZ>>

RE: Homeowners Assessment - Fiscal Year 20<<XX>> (July 1, 20<<XX>> - June 30, 20YY)

Dear <<homeowner name>>:

As of this date, your annual assessment has not been paid in full and is now 60 days past due.

The Andover Glen annual assessment in the amount of \$321.00 was due July 1, 20<<XX>>. The original dues notice was sent 5/<<31>>/20<<XX>>, an assessment reminder was sent 7/<<16>>/20<<XX>>, and a late assessment letter was sent 7/<<31>>/20<<XX>>. As per the covenants, any unpaid assessment thirty days after the due date shall bear interest from the due date forward at the rate of 6% per annum.

Lien processing will begin for delinquent properties if payment is not received by 10/01/20<<XX>>. Once a lien is filed against the property removal of the lien will require full payment of the unpaid dues, payment of the accumulated interest, and payment of all reasonable costs of collection including attorney's fees. Payments will be applied first to the accumulated interest, then fees, then assessments.

Please contact me to get the payoff balance (or compute the amount using the formula below) so that the correct amount of interest can be included in your payment. Checks should be made out to 'Andover Glen Homeowners Association'. You may mail them or hand deliver them to:

Andover Glen HOA

c/o <<treasurer name>>

<<treasurer address>>

Aurora, CO 80015

If you have any questions or concerns, please contact me at <<treasurer phone>>. Thank you for your prompt attention to this matter.

Sincerely,

<<treasurer name>>

Treasurer

Interest Formula:  $(.06/365) * \text{\#days} * \$321 = \text{interest amount}$  (note – for counting #days, start with 7/1/20<<XX>> as day #1 and continue through the date the payment would be received. This works out to about five cents per day.)