

Andover Glen Homeowners Association

c/o <<treasurer name>>

<<treasurer address>>

Aurora, CO 80015

October <<1>>, 20<<XX>>

<<homeowner name>>

<<homeowner address>>

<<homeowner CSZ>>

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

This letter is to advise you that the attached lien was filed against your property at <<property address>> with the Arapahoe County Clerk and Recorder's office today.

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>>, a late assessment letter was sent 7/<<31>>/20<<XX>>, and a lien warning letter was sent 8/<<31>>/20<<XX>>.

The Board requested that a lien for the unpaid dues and accumulating interest be filed on your property if full payment of all amounts owed had not been received by 10/1/20<<XX>>. 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.

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