

Andover Glen Homeowners Association

c/o <<treasurer name>>

<<treasurer address>>

Aurora, CO 80015

July <<31>>, 20<<XX>>

<<homeowner name>>

<<homeowner address>>

<<homeowner CSZ>>

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

Dear <<homeowner name>>:

As of this date, your annual assessment has not been paid in full and is now 30 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>>, and an assessment reminder was sent 7/<<16>>/20<<XX>>.

I would like to remind you again to please complete your dues payment of \$321.00.

Failure to pay the assessment will result in interest at the rate of 6% per annum accruing on the unpaid balance from the due date (7/1/20<<XX>>) forward. Additionally, lien processing will begin for delinquent properties.

If you have questions or concerns regarding complete payment of the annual assessment, please contact me.

Your check should be made out to 'Andover Glen Homeowners Association'. Please mail it to:

Andover Glen HOA

c/o <<treasurer name>>

<<treasurer address>>

Aurora, CO 80015

You may contact me at <<treasurer phone>>. Thank you for your prompt attention to this matter.

Sincerely,

<<treasurer name>>

Treasurer