

Providence Highlands Community Association

PO Box 174

Providence, Utah 84332 US

providencehighlands@gmail.com

Date (day this letter is mailed out)

Subject: Association Assessment Dues

Dear: (name of homeowner)

The Board has adopted the following new collection policy. It was presented to members at our annual HOA meeting April 28, 2022.

It has been brought to our attention that your Providence Highlands Community Association Annual \$200.00 Assessment is over 30 days late. We hope you may have just forgotten to pay, or our invoice was misplaced.

Please put your Assessment with any past due Assessments and late fees in line for payment per enclosed invoice within the next 30 days from the date on this letterhead. If not received in that period, a late fee of \$20.00 will be assessed.

If still not paid, you will have another 30 days to pay assessment plus late fees. If not paid in that second 30-day period, a late fee of \$50.00 with an 18% per annum fee (1.5% per month) will be assessed and the Board will be required to immediately turn your account over to lawyers for collection. They will assess you their fees, plus Assessment(s) and late fees.

We understand there may be unusual circumstances that preclude immediate payment. We ask that you contact the Providence Highlands Board either by email or letter during the above-mentioned 30-day period to review with us. We will then give you, our decision.

We are bound by our CCR's to provide funds to "create community," add long term value, and maintain open space recreation areas. We appreciate your consideration and value your support.

Sincerely,

Providence Highlands Community Association
Board of Directors

cc: Current Invoice