

**The Gardens' Late Assessment Notification**  
**2647 Aloysia Ln NW**  
**Albuquerque, NM 87104-1723**

Date \_\_\_\_\_

Dear \_\_\_\_\_ at \_\_\_\_\_

This letter serves as notice that we have not received your quarterly HOA assessment, which was due by the 15th of July. As per the Gardens Assessment Collection Policy, assessments received after the 15th of the month will be assessed a late fee of \$25 plus a bookkeeper fee of \$43 for processing the late payment. Note: The bookkeeping fee goes directly to the bookkeeper, not the HOA.

In order to bring your account up to date, please pay the following

Quarterly HOA Assessment :	\$330
Late Fee	25
Processing Fee	<u>43</u>
<b>Total Due Now</b>	<b>\$398</b>

**Your payment should be mailed to our HOA address below**, which is a mailbox location (not a house), to arrive before the 15th of next month to avoid additional late charges.

**The Gardens' Inc**  
**2647 Aloysia Ln NW**  
**Albuquerque, NM 87104-1723**

As a reminder, and for future reference, you will receive an invoice, emailed from our bookkeeper, one month before each quarterly invoice is due. You may pay by check and mail to the above address, or have Bill Pay set up through your bank, so the payment is sent each quarter to arrive before the 15th of January, April, July, and October. Alternately, you may pay the entire annual assessment in one lump sum by the 15th of January.

Thank you,

Debbie Smith  
The Gardens HOA  
Board President

Jerry Simon  
The Gardens HOA  
Treasurer

Adopted July 16, 2024