

The Gardens' Late Assessment Notification
2347 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 will be assessed an HOA late fee of \$25 plus a Bookkeeper Fee of \$43 for processing the late payment.

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>
Total Due Now	\$398

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
2347 Aloysia Ln NW
Albuquerque, NM 87104-1723

As a reminder, and for future reference, you will receive an invoice, 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. **Please review the Gardens Assessment Collection Policy** (attached).

Thank you on behalf of the Board,,

Debbie Smith
The Gardens HOA
Board President

Jerry Simon
The Gardens HOA
Board Treasurer

Adopted July 16, 2024