



Subject: Fee to Delinquent Owners for Late Assessment Notices

Dear Valued Associations:

After a careful review of our workflow, we've identified that a significant amount of time is dedicated to managing delinquent accounts, without appropriate compensation for these additional efforts.

Since it is not appropriate or fair to pass this increased burden to the Association as a whole, we will implement a fee to the delinquent owners ledger for sending the 30 day notice of late assessments. The fee of \$25.00 per letter, which is common practice by most accounting firms/management companies, will be applied directly to delinquent account. The fee will be collected only from the owner of the delinquent account upon payment in full and will not be passed along to the Association.

Once these funds are received by the Association, we will submit an invoice to recover the associated costs. Upon implementation of this fee, we will cease our current practice of billing the Association the current \$1.00 per letter.

Thank you for your understanding and cooperation.

Sincerely,