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**Stonefield Maintenance Corp.**

P. O. Box 316, Middletown, DE 19709

January 2, 2024

Dear Stonefield Residents,

In accordance with New Castle County unified development code, the Stonefield Maintenance Corporation is responsible for posting our procedure for collecting the annual assessments and we wanted to ensure that you were aware of these procedures.

The requirement to pay assessments is a legal obligation stated in the Governing Documents of every Association given to each homeowner prior to purchase of a home. The Association has the duty to enforce this legal obligation since the annual assessments are essential for maintenance of common areas and infrastructure, as well as the source of reserves for emergency and routine repairs. When an owner does not pay as agreed in the Governing Documents, the Association has a responsibility to collect all delinquent assessments quickly.

Going forward, the past due assessment collections will occur as follows:

* The 2024 annual assessment is due by January 31, 2024, a reminder will be mailed for unpaid invoices on February 28, 2024.
* If the assessment remains unpaid as of March 30, 2024, you will receive an invoice and an administrative fee of $30.
* Invoices will be mailed quarterly thereafter and will include interest and additional $30 administrative fees.
* If the assessment remains unpaid after one year, the board will then turn any unpaid debts over to our attorney for collection.

The Board recognizes that homeowners sometimes are faced with circumstances that might make it difficult to make the payment on time. Please contact us if this is the case, so that we can discuss other arrangements at [Stonefieldneighborhood@gmail.com](mailto:Stonefieldneighborhood@gmail.com)

Sincerely,

The Stonefield Maintenance Corporation Board