

# **Breezeway Homeowners Association**

December 1, 2021

Dear Breezeway Homeowner(s):

It is important that your dues payment be made on time for the HOA to pay its required expenses. In an effort to collect dues in a timely manner, the Breezeway Board of Directors has implemented a late fee to be assessed to homeowners who have not paid their dues within the thirty (30) day grace period allotted. If your payment is not received by the 30<sup>th</sup> day of each month, your account will be subject to the assessment of a late fee in the amount of twenty-five (25) dollars per month, beginning February 1<sup>st</sup>.

The HOA will make further attempts to collect any unpaid dues by sending Past Due Notices to homeowners who have been assessed late fees as stated. The Past Due Notices will be due upon receipt.

If your dues continue to remain unpaid as of November 1<sup>st</sup> of each year, you will be sent a Final Demand notice by Certified USPS Mail - the Final Demand will request payment to be made within 30 days of the date of the notice. Failure to pay as requested will result in your account being turned over to legal counsel for collection. You will be responsible for all collection and/or legal fees associated with the collection of this debt.

If you have any questions, please do not hesitate to contact me. I look forward to serving you in the coming year!

**\*\*Please note: This notice is being sent to all owners in Breezeway HOA. Receiving this notice does not imply that your account is past due. If you have questions or are unsure of your account balance, please reach out to your community manager for clarification.**

Sincerely,

Kaley Vaughn  
Community Manager on behalf of Breezeway HOA  
[kvaughn@propertysolutionsmt.com](mailto:kvaughn@propertysolutionsmt.com)  
(615) 295-2317

Cc: Breezeway Board of Directors