



Meadowbrook Condominium Owners Association
P.O. Box 471, Haslett, MI 48840

meadowbrookhaslett.org
board@meadowbrookhaslett.org

Second Notice

Date _____

Dear _____; Unit _____

Our records as of the date of this letter indicate we have yet to receive payment of your Association dues and late charges for the ____ quarter of 200x, which now total \$____ (see attached transaction history). Unless payment is received by _____, your account will begin to accrue interest at the annual rate of 7% until payment in full is received.

Any payments received will first be applied to the unpaid interest balance, then to unpaid late charges, and finally toward your Association dues. Remaining balances will be subject to late fees and interest until paid in full. To avoid further charges, we urge you to remit the balance due as soon as possible. Please submit payment to the above address.

If your payment in full has been made, kindly disregard this notice with our apologies. If your records do not agree with the attached transaction history, or if you wish to discuss payment terms, please contact any board member.

Respectfully,
Meadowbrook Board of Directors

Board

Susan Billy, 339-2807
President

Art Aguirre, 339-3006
Vice President

Luke Reese, 339-6704
Secretary

Margaret Cho, 575-0658
Treasurer

Chris Drobney, 349-2180
HDI Representative