

LONDONDERRY HOMEOWNER'S ASSOCIATION

8331 London Way Drive, Spring, Texas 77389

Dear Homeowner,

Thank you for your interest in exercising the payment plan option for your LHOA annual dues. This letter is intended to specify the planned details required for paying the 2019 LHOA Annual Maintenance Fees and Dues using the payment plan option. This letter will serve as a written and binding agreement/contract between you and The Board of the Londonderry Homeowner's Association (LHOA).

Payment Schedule: LHOA must receive all scheduled payments in the amount and date specified to avoid late fees:

January 15, 2019	\$ 125.00
February 15, 2019	\$ 125.00
March 15, 2019	<u>\$ 125.00</u>
Total Due:	<u>\$ 375.00</u>

Late Fees: All payments must be made on time (Jan 15, 2019) to avoid late fees during the payment plan period. Late payments will be assessed a **\$25.00** Late Fee. Should a payment plan be voided by way of non-payment for any reason (including payments not made as agreed), you will be charged a late fee, as if no payment plan was in place.

Payment Methods: LHOA accepts cashier's checks, money orders and personal checks payable to the Londonderry HOA. A **\$50.00** insufficient funds fee will be assessed on all payments returned as uncollectable by your bank and you will be charged a \$25.00 late fee if the payment does not make it to us by the agreed upon date. **NO CASH PAYMENTS ARE ACCEPTED!!!** You can pay using ACH bank draft through the link on the invoice that was emailed to you or by contacting us. We can now take Credit Card payments by appointment, we do charge a \$12.00 convenience fee for this service. Contact treasurer.lhoa@gmail.com to set up a time to process the payment.

Payment Delivery Options: Place your payment in the secured mailbox in front of the clubhouse at the curbside (not at the clubhouse door). Or, mail your payment to: Londonderry HOA, 8331 London Way Dr, Spring, Texas 77389. We are not able to accept payments by overnight delivery. No one is at the clubhouse to sign for packages.

Please sign and date a copy of this agreement. Keep a signed copy for your records. Mail the Payment Agreement to 8331 London Way Dr, Spring, TX 7738 or place in the "secured mailbox" in front of the clubhouse at the curb, not at the door. Include your 1st payment with the Payment Agreement, if paying with cashier's check, money order, or personal check. ACH bank draft and Payment Agreement must be received by Jan 15, 2019.

We appreciate your prompt payment of your HOA dues. Please do not hesitate to contact us should you have any questions or need any additional information. Feel free to contact Maria Shaver at treasurer.lhoa@gmail.com.

The Board of Directors of the Londonderry Homeowner's Association

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Homeowner Name(s): _____

Homeowner Email (required): _____

Property Street Address: _____ Spring, Texas 77389

Homeowner Signature

Date