

# 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 Payment Plan details required for paying the 2021 LHOA Annual Maintenance Fees. 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 by the date specified to avoid late fees:

January 15, 2021	\$ 100.00
February 15, 2021	\$ 100.00
March 15, 2021	\$ 100.00
April 15, 2021	<u>\$ 100.00</u>
Total Due:	<u>\$ 400.00</u>

**Late Fees:** All payments must be made on time to avoid late fees during the payment plan period. Late payments will be assessed a **\$25.00** 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 were in place. The final mail pick-up will be made on the 15<sup>th</sup> and late fees will be assessed on the 16<sup>th</sup> if payment is not received by the final mail pick-up time.

**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 is not received by the due date. **NO CASH PAYMENTS ARE ACCEPTED!!!** You can place your payment in the secured mailbox in front of the clubhouse at the curbside (not at the clubhouse door). Or you can 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.

You can make a payment through the Pay Link on your emailed invoice. If paying through the Pay Link, please consider paying with Bank Transfer (check). This will help LHOA reduce the costs associated with Credit Card transactions.

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 first payment with the Payment Agreement, if paying with cashier's check, money order, or personal check. ACH or Credit Card payments must be made by Jan 15<sup>th</sup>. All Payment Agreements must be received no later than Jan 15, 2021.

We appreciate your prompt payment of your HOA dues. Please contact us if you have any questions or need any additional information. Your contact for questions is Maria Shaver at [treasurer@londonderryhomeowners.com](mailto:treasurer@londonderryhomeowners.com).

The Board of Directors of the Londonderry Homeowner's Association

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Homeowner Name(s): \_\_\_\_\_

Homeowner Email (required): \_\_\_\_\_

Homeowner Phone (required): \_\_\_\_\_

Homeowner Address (required): \_\_\_\_\_

Property Street Address: \_\_\_\_\_

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
Date