

## HOLBROOK HEIGHTS COMMUNITY ASSOCIATION - DUES

December 2009

Dear Neighbors,

We would like to thank all of the community members who have paid their annual dues on time. We realize that the last few years have been especially difficult. However, we would like to remind you that Holbrook is an association, the dues are assessed yearly, and this is a personal responsibility for each homeowner.

**If you are renting, please forward this information to your landlord.**

The following steps are taken in the dues assessment and collection. These are done by Jean Bates & Associates:

- |                       |  |
|-----------------------|--|
| ▪ January and June    | statements go out to homeowners  |
| ▪ March and September | past due reminder is sent  |
| ▪ April and October   | delinquent notice reminder is sent, stating payment is due by the 15 <sup>th</sup> |
| ▪ May and November    | overdue bill goes to Pro Solutions   |

***Once the unpaid bill goes to Pro Solutions it is out of the control of the Board of Directors and/or Jean Bates.*** Pro Solutions is a collection agency and they charge according to the type of legal steps and work they have to do in order to collect the fees. They earn this money and the Board cannot control any of it.

Some examples are:

- |                                   |                                  |
|-----------------------------------|----------------------------------|
| ▪ Notice of intent to lien        | \$298                            |
| ▪ Vesting deed, internet search   | \$150                            |
| ▪ Notice of assessment lien       | \$398                            |
| ▪ Recordation of lien and release | \$298                            |
| ▪ Payment plans                   | \$298 - \$420 (basic plans only) |
| ▪ NSF letters                     | \$225                            |

**If you cannot afford the fees,  
call Jean Bates & Associates at 925-838-2095  
and ask to set up a payment plan.  
Dues come out to approximately \$25 per month.**

***Please be sure that Jean Bates has the correct mailing address for your dues statement. Any changes need to be made in writing to Jean Bates.***

**Their address is:**

Jean Bates & Associates  
70 Railroad Avenue  
Danville, Ca. 94526

Thank you.

Holbrook Heights Board of Directors