

Cottonwood Ridge Condominiums

PO Box 1655 Norman OK 73070

405-329-8352

Final Notice before Action

Date of Notice: _____

Dear _____ (Owner) Unit _____

As you should be aware, your Cottonwood Ridge account is seriously overdue **in the amount of _____ as of _____, 2013**. We would appreciate your attention to this matter by bringing this account up to date within ten (10) calendar days of the date of this notice. Additional late fees and interest will accrue until the account is paid in full and you may be subject to court costs as well as legal fees.

If you are unable to bring your account current within the above time frame, would like to set up a payment plan agreeable to the board representative or dispute the amount owed, contact the office so arrangements can be made for you to speak with a board member or representative regarding your delinquent account. If we do not hear from you within the allotted ten (10) day time period, the Board of Directors is prepared to file a lien and take legal action (Article X section 6 of the Covenant) as well as instituting any or all of the remedies such as loss of parking privileges, pool and laundry use (Article XII section 2 of the By-Laws) set forth in the Covenant and By-Laws of Cottonwood Ridge HOA.

Payment may be sent to PO Box 1655 or dropped off at the office. Proof of payment or a written dispute of the arrears can be dropped off at the office. Office personal has been instructed not to enter into a discussion with an owner regarding an account and has no authority to make a determination about a dispute or validity of proof of payment or enter into an agreement. Should you request to speak to a board representative regarding a dispute or payment arrangements the office will provide a phone number for this purpose.

Cottonwood Ridge HOA Board of Directors.