

# Cottonwood Ridge Condominiums

PO Box 1655 Norman OK 73070

405-329-8352

## Notice of Arrears

**Date of Notice** \_\_\_\_\_

Dear Cottonwood Ridge Owner of **Unit** \_\_\_\_\_,

As you should be aware, your account is overdue **in the amount of** \_\_\_\_\_ **as of** \_\_\_\_\_  
**2013**. We would appreciate your attention to this matter by bringing this account up to date within 10 calendar days of the date of this notice.

If you are unable to bring your account current within the above time frame, or dispute the amount owed, please contact the office so arrangements can be made to speak with a board member. Please note that additional late charges may accrue if this matter is not settled soon. If this matter is not addressed within the allotted time frame legal action may be taken.

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.

We are looking forward to doing whatever we can to help you bring your account up to date. Thank you in advance for your prompt attention.

Cottonwood Ridge HOA Board of Directors