|  |  |
| --- | --- |
|  | October 15, 2014 |
| John Doe 111 Any Address Jupiter, FL 33477 |  |

Dear Mr. Doe:

Your fourth quarter, 2014 Maintenance Fee was due on October 1st, 2014. Since your payment was not received as of October 10th, or your payment did not bring your account current, we are assessing you a $50.00 late charge plus interest on the unpaid balance. Per Association policy, interest is calculated at 15.00% per annum beginning on the first day of delinquency (October 2nd).

Your new total amount due is as follows:

|  |  |  |
| --- | --- | --- |
| $9,949.99 |  | Account Balance (as of October 10th) |
| 50.00 |  | Late Charge |
| 00.00 |  | Interest through November 15th ( 45 days) |
| **$9,999.99** |  | Total Now Due |

Full payment of the above amount must be received by the Association Office on or before November 15th. Remember that all payments upon a delinquent account are first applied to late fees, interest, any attorney fees and then to the first due assessment invoice. If your payment was made after October 10th and not reflected in the Account Balance above, you are still obliged to pay the $50.00 late fee and interest calculated at 0.041096% per day. Any unpaid balance on November 15th may be referred to our attorney for collection, and additional attorney fees will be assessed.

To enable the Association to continue to properly maintain our facilities and fund needed renovation projects, it is very important that your dues are paid on time and that your account is kept current. Maintenance fee shortages can cause future maintenance fee increases and put an unnecessary financial burden on your Jupiter Bay neighbors.

If you have questions regarding this notification or your account, please contact the Association Management Office at (561) 746-5857.

Jupiter Bay Condominium Association

Board of Directors