

NOTICE OF SUSPENSION OF AMENITIES

Date: [Insert Date]

To: [Homeowner Name]

Address: [Property Address]

Account Number: [Account Number]

Dear [Homeowner Name],

This letter serves as formal notification that your Homeowners Association (HOA) dues are currently past due. According to our records, your account has an outstanding balance of \$[Amount Due], which was due on [Due Date].

Pursuant to the Association's Governing Documents and Bylaws, failure to remain current on assessments results in the suspension of privileges regarding community amenities.

Effective [Suspension Start Date], your access to the following amenities has been suspended:

- [Amenity 1, e.g., Swimming Pool]
- [Amenity 2, e.g., Clubhouse/Gym]
- [Amenity 3, e.g., Tennis Courts]
- [Amenity 4, e.g., Common Area Parking]

Your access will remain suspended until your account balance, including any applicable late fees or interest, is paid in full. Once payment is received and processed, your privileges will be reinstated within [Number] business days.

Please remit payment immediately via [Payment Method/Online Portal] or mail a check to the address listed below:

[HOA Name/Management Company]

[Mailing Address]

[City, State, Zip Code]

If you believe this notice has been sent in error or if you have already made this payment, please contact the Association office at [Phone Number] or [Email Address] immediately.

Sincerely,

[Your Name/Board Member Name]

[Title]

[HOA Name]