

Foxboro Coventry Towns Homeowners Association, Inc.

October 2010

Dear Foxboro Owner:

The purpose of this letter is to provide owners with the required notice for the Association's annual meeting, to remind owners of the pet rules, specific to dog feces and to remind owners of the late fee and interest charge assessments.

**Annual Meeting** – The annual meeting to review and approve the 2011 annual budget is scheduled for Monday, November 29<sup>th</sup> at 6 p.m., at the clubhouse. The proposed budget will be distributed and discussed at the meeting.

**Pet Rules** – The management committee has seen an increase in complaints with respect to owners not picking up their pet's feces. As provided in the Rules and Regulations, Section 3.17 (d), defecating on common areas when the feces are not immediately cleaned up by the responsible party is in violation of the Pet Rules.

Considering the added costs to hire an on-site property manager to help monitor and enforce the pet rules, the management committee has always relied on owners to clean up after their pets. The committee would appreciate pet owners to remember to immediately clean up their pet's feces. The committee also encourages owners to continue to report violators.

**Late Fees/Interest Charges** – As was communicated in the September 2010 homeowner letter, late fees will be automatically assessed on the 11<sup>th</sup> day of the month and interest, at a rate of 1.5% will be assessed on all outstanding balances. Beginning October 1<sup>st</sup>, late fees were automatically assessed on the 11<sup>th</sup> day of the month on all tardy payments and interest at the rate of 1.5% per month was accrued on all delinquent accounts. As provided in the Declaration, Section III, Subsection, 22, (a) (b) – Assessments are due on the 1<sup>st</sup> day of the month; and considered late on the 10<sup>th</sup> day of the month in which they were due.

To avoid late fee charges, owners, who are currently paying by check, may want to consider paying their Assessments via EFT. Information on the EFT option can be found on the Association's website - under the Dues & Assessments page. For owners using their financial institutions bill pay products - please make sure the payment is scheduled, so as to be received by the 10<sup>th</sup> day of the month.

Very truly yours,

Donald Lowry  
President, Foxboro Coventry HOA  
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