

Colorado Homeowners Association Inc.

Association Management Company, Inc.

123 Main Street

Denver, CO 80202

Phone: (303) 123-4567 Fax: (303) 123-4568

**NOTICE PRIOR TO COLLECTION**

January 15, 2018

Mr. John Doe and Mrs. Jane Doe  
456 Washington Avenue  
Denver, CO 80202

Dear Mr. and Mrs. Doe,

You have received this letter as a notice regarding your delinquent account at your homeowners association, Colorado Homeowners Association, Inc. Failure to timely remedy the delinquency could lead to a lawsuit against your property, the filing of a foreclosure, placing a lien against the property, or other various remedies under Colorado law.

To make your account current and cure your delinquency, you must pay: **\$3,213.21**.

Included with this letter is a calculation of how your account arrived at this delinquent amount. This amount may include late, administrative, and legal fees. For an online access to your account, please log into your account on our website at [associationmanagementcompanyinc.com](http://associationmanagementcompanyinc.com). If you do not have an account set up, please call our office and we can set up an account for you.

Please note that if you are unable of paying the bolded amount above, you are entitled to enter into a six-month payment plan.

After receipt of this notice, you have **thirty (30) days** to remedy the delinquent amount, bolded above, before we may send this to a collection attorney.

Please contact Mr. Manager at (303) 987-6543 for further details and to obtain further calculation of your delinquent account.

Thank you for your time,

Board of Directors - Colorado Homeowners Association, Inc.