



Pine Mountain Estates Property Owners Assoc., Inc.

2885 Pine Mountain Drive,
Connelly Springs, NC 28612
Phone 828-437-4894
Fax 828-438-1583

-- RECORDS UPDATE --

<< Owner's Name >>
<< Mailing Address >>
<< City, State, Zip >>

<<Today's Date>>

Reference: << Records Update >>

Dear << Owner's Name >>

Our records indicate that you received an opportunity to meet with the Collections Committee for being delinquent in payment of Pine Mountain dues (assessment). Unfortunately, our records are incomplete with all the required paperwork and we ask that you come in to give us an opportunity to ensure your records are up-to-date.

Pine Mountain recently adopted a new Collections Policy that includes North Carolina Governing Statutes requirements that now requires standardized forms that layout policy and financial agreements between Pine Mountain and its members during times of delinquency. By updating these forms and your records, any previously made agreements will be automatically adopted without having to meet another panel or the board of directors.

This matter should only take a couple of minutes of your time. Please contact the Office within the next 10 days to schedule a date and time to take care of this matter. If we do not hear from you, the Board of Directors will fill out these forms for you and notify you of any changes and updates that will be made without you or your approval.

This letter is under the direct guidance of our Board of Directors, please contact the office if you have any questions.

Sincerely,

Patti Cline
Office Manager