



Hidden Springs Ranch Homeowners Association
 P.O. Box 362
 Dripping Springs, Texas 78620
 Email: hoa@dshiddenspringsranch.com

Owner name _____
 Owner address _____
 City, State, Zip Dripping Springs, TX 78620

Re: Payment Plan for Past Due Account

Dear Owner:

You owe \$_____ to Hidden Springs Ranch Homeowners Association, Inc. This debt is itemized on the attached ledger.

The Association is required by law to offer you a payment plan to allow you a period of time to catch up on your delinquency. The Association will accept payments as follows:

Payment #-----	Date due	----	Amount¹	-----
Payment #-----	Date due	----	Amount²	-----
Payment #-----	Date due	----	Amount³	-----

In addition to paying the delinquency, you must pay current assessments as they accrue. During the plan, the following additional assessments will be due: _____.

If you make all payments on time, you will not be charged additional late fees or collection costs.

To accept the plan, you must complete and sign the enclosed payment plan agreement, and return one copy within 30 days to P.O. Box 362, Dripping Springs, Texas 78620. The other copy is for your records.

You may contact me at hoa@dshiddenspringsranch.com if you have any questions or if you would like to request modification of the plan⁴. The Association's Guidelines for Payment Plans is enclosed.

You are not required to accept the plan. If you do not make payment arrangements, your account will be turned over to an attorney for collection, and collection costs and reasonable attorney's fees will be charged to your account.

Sincerely,

 Ruth Ann Tanton
 HSR HOA Administrator

Enclosures:
 Ledger
 Payment Plan Agreement (2 copies)
 Guidelines for Payment Plans
 Certified mail, return receipt requested no. _____

¹ An administrative processing fee of \$25 is included in this amount.
² An administrative processing fee of \$25 is included in this amount.
³ An administrative processing fee of \$25 is included in this amount.
⁴ Modification requests must (a) be made within 10 days of the date of this letter, (b) be in writing, (c) state specific reasons for the request, and (d) offer an alternate plan (with dates and amounts) that will completely pay the debt. The Association will consider the requested modification, but is under no obligation to agree to it.