

WHITEHALL MANOR HOMEOWNERS ASSOCIATION

C/o HRW Inc.

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TO: Whitehall Manor Homeowners Association
FROM: Board of Directors
DATE: November 19, 2007
SUBJECT: 2008 ANNUAL ASSESSMENT

NOTICE OF ANNUAL ASSESSMENT

In addition to managing the annual operating budget for the Whitehall Manor Homeowners Association, the Board of Directors is also responsible for all future financial planning for our community. To ensure that we meet our financial needs, the 2008 Annual Assessment for the Whitehall Manor Homeowners Association will be **\$330.00, payable \$165.00 semi-annually.**

In order to maintain the accurate and timely deposits of all receipts, it is necessary that all payments are mailed directly to:

**Whitehall Manor Homeowners Association
c/o HRW Inc.**

Post Office Box 11904

Newark, NJ 07101-4904. Payments cannot be processed at our offices.

You also have the option to have your assessment automatically drafted from your bank account. Forms are available at www.hrw.net. Click on >Homeowners>Forms>Direct Debit Request. HRW is unable to process credit cards or checks by phone.

It is recommended that payments be mailed at least seven (7) days in advance of the due date to allow for receipt and processing to your account. Assessment payments not received and credited within 30 days of the due date will incur a late charge of \$20 per month. Any delinquent account that is turned over to legal counsel will be subject to the cost of the collection of past due assessments, late fees, and appropriate legal charges. Payments cannot be processed at our offices and must be mailed directly to the processing center (**P. O. Box 11904 above**).

IMPORTANT NOTICE IF YOU USE ONLINE BANKING TO MAKE PAYMENTS:

- 1) The address for the payment processing center has changed and the mailing address for online bank payments needs to be updated as above.
- 2) The full account number **must** be included on the check since online payments are mailed without the accompanying invoice or coupon.

Thanks to everyone at Whitehall Manor for another successful year together. We look forward to working with you throughout 2008.

HAVE A JOYOUS AND SAFE HOLIDAY SEASON!