



P.O. Box 2662
Springfield, VA 22152-0662
www.greentreevillage.net
703.650.9500 Phone
703.644.0504 Fax
treasurer@greentreevillage.net

IMPORTANT NOTICE

MONETARY ASSESSMENTS Assessment Collection Procedures Summary

Each Lot/Owner will receive a financial statement distributed by first class mail by the middle of the first month each quarter as an invoice for quarterly payments. Any delinquent assessments not received by the Association (including assessments payable in installments, unit charges, and special assessments) that is not paid in full within ninety (90) days after its due date may be referred to counsel for collection and the remaining installments of the annual assessments may be automatically accelerated. Counsel shall initiate appropriate legal action, which may include filing a lien or suit for the entire balance of said assessment, to collect all sums due to the Association. Such sums shall include delinquent assessments, late charges, interest, costs and reasonable attorneys' fees. All or any past due assessments under ninety (90) days, including all or any 1st, 2nd and 3rd outstanding Violation Assessments shall bear a late fee of \$25.00 and interest charges of 1.5 percent per Quarter, including all postage, copying and other related administrative charges. A \$25.00 fee will be charged on all returned checks including all postage, copying and other related administrative charges.

(See Articles of Incorporation, Declaration of Covenants, Conditions and Restrictions, By-Laws, Policy Resolution No. 02-01 and Amendment Resolution No. 02-01-01 attached hereto)

Each Homeowner is charged an assessment (homeowner assessment), which is used to maintain the common grounds, parking areas, sidewalks, mailboxes, tot lots, street lights, removal of normal amounts of owner trash, and snow removal from parking areas. These assessments are paid Quarterly. Total payments on all quarterly assessments are due before March 31, June 30, September 30, and December 31 of each year. Any fees not paid when due shall bear a late fee of \$25.00 and an interest charge of 1.5 percent. A \$25.00 fee will be charged for all returned checks. Delinquent fees and assessments are subject to collection by court action. Invoices are issued on a quarterly basis in advance of each quarter for your convenience.

Law Offices:

Mr. Ed O'Connell, Esq.
Rees, Broome & Diaz, PC
8133 Leesburg Pike, Ninth Floor
Vienna, Virginia 22182
703.790.1911

All payments will reflect your financial Statement, including advance payments. The Financial Statement shall be considered your invoice for payment upon receipt.

Quarter	Last Day Of Payment Due Date
1 st Quarter	March 31
2 nd Quarter	June 30
3 rd Quarter	September 30
4 th Quarter	December 31

If you do not receive your Financial Statement before the beginning of the second month of each Quarter, please contact the Treasurer at 703.650.9500 or email treasurer@greentreevillage.net.

Thank you

The Greentree Village Community Association Board of Directors

Approved:

Samantha Wade

Samantha Wade, Treasurer

Nonie Stager

Nonie Stager, President

Tammy Locher

Tammy Locher, Secretary

Original Signatures On File