**SAMPLE NOTIFICATION OF ANNUAL MAINTENANCE FEES**

**What follows is a sample edition of the email sent by our President to the membership of our statutory road association after our annual meeting.**

Our Annual Meeting was held on September 23, 2023 and lasted 54 minutes. (We then list members present and those voting absentee) The Minutes and Agenda are attached. 

**The date on this email message is your Notification Date for Maintenance Fees** approved at the 2023-2024 Annual Meeting. The Due date will be thirty days hence, Oct \_\_\_\_, 2023. **Members approved the proposed budget for 2023-2024 for total annual expenses of $\_\_\_\_\_\_\_\_ for a MAINTENANCE FEE of $\_\_\_\_\_ for one full share.**   
   
According to our By-laws, Article 9, Sections 4 and 5, Members are responsible for annual maintenance costs as follows:

**For a TOTAL FEE for one full share:** Road maintenance one share ($\_\_\_\_): Names and local addresses.

**For the TOTAL FEE of one half (1/2) share:** Road maintenance 1/2 share ($\_\_\_\_\_\_\_): Names and local addresses.  
  
**For a TOTAL FEE of one fifth (1/5) share:** Road maintenance 1/5 share ($\_\_\_\_): Names and local addresses.

Please make checks payable to; "\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Road Association" and mail to our Treasurer, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, address\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_ ME \_\_\_\_\_\_ by (Due Date).   
  
The following policy on Late Payment Penalties set by the Board will apply to the above notification:  
  
**Late Payment Penalties:** According to our By-Laws, payment is due in full thirty (30) days after notification. Members will be in default when maintenance fees are not settled by ninety (90) days after the Due Date. Members in default will be subject to late payment penalties on each unpaid maintenance fee. Penalties on the unpaid balance will include an initial late charge of 5% and an annual interest charge equivalent to the interest rate in force at the Office of the Assessor of the Town of \_\_\_\_\_\_\_\_\_\_\_\_ at the time of default or, if a Notice of Claim is in effect, at the time of settlement. The late charge and costs of collection will be added to the unpaid balance as incurred. Payments received will be applied to the most overdue maintenance fee balance.  
       
**Please save this date for our \_\_\_\_\_\_\_ (next year) Annual Meeting: Saturday, September \_\_\_ , 2024.** Attached are the Agenda, Minutes, Inspection and Maintenance Report, and my letter to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ accounting Fees in default.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President/Road Commissioner

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Road Assoc.

(Telephone)