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*"Your community is in our hands."*

**Vancroft Association**  
**Payments of Dues**

***As a homeowner, you are responsible for the yearly homeowners' association dues each year and they need to be sent to HOA Management Company. Dues are needed to meet the ongoing obligations that are provided for many amenities, depending on the Association's budget and Board decisions for your particular community.***

**Dues of \$100.00 are due by January 30<sup>th</sup> of each year.** Dues need to be paid by 5:00PM on the 30<sup>th</sup> of January. There are situations that effect the delivery of your payment reaching HOA on the 30<sup>th</sup> such as weekends, holidays, and postal route changes, so please take this into account.

Dues that are received **after the 30<sup>th</sup>** will be charged a late fee of \$1.50, and will receive a \$1.50 late fee each month the balance remains unpaid. **If a check is returned due to NSF, a late fee of \$25.00 will be charged.** A 15 day lien warning letter will be filed on your unit if your dues remain unpaid for two years, or if you are \$200.00 behind on payments. If you do not make a payment or contact us to make payment arrangements a lien will be placed on your property, and legal charges will be added to your account once a lien is filed.

Please make all checks payable to Vancroft HOA. You can make payments by check, money order or cashier's check. **Please remember to send all payments to HOA Management Company, 3107-B S. Evans St. Greenville, NC 27834 and include your unit number on any check, money order, or cashier's check.** Allow enough time, when mailing your payment that it will reach us by the 30<sup>th</sup> of January each year. We have two drop boxes at our office: one on the wall outside, and another on the door.

If you have any questions or concerns please call or email  
**Beth Puryear** ([reception@hoamgtcompany.com](mailto:reception@hoamgtcompany.com)) or  
Betty Fields ([betty@hoamgtcompany.com](mailto:betty@hoamgtcompany.com)) at 252-565-4820.

Thank You,

Financial Staff  
HOA Management Co. LLC

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