



Meadows at Longbranch Homeowners' Association, Inc.
1512 Crescent Drive, Suite 112, Carrollton, TX 75006

December 22, 2015

Re: Change in Due Date for 2016 Assessments

Payment Address:

Meadows at Longbranch Homeowners'
Association Inc.

P.O. Box 678274
Dallas, TX 75267-8274

*Please include your Name, Property Address, and
Account ID on your check*

Dear Homeowners:

Recently you received a statement for your 2016 Assessments that included a due date of January 1, 2016. For your convenience, your Board of Directors has voted to extend the due date for the 2016 Assessments from January 1, 2016 to January 31, 2016. No late or collection fees will accrue on the 2016 Assessments if paid on or before January 31, 2016.

Essex Association Management is committed to providing professional management services to your community. Should you have any questions regarding this notice or the due date for your 2016 Assessments, please do not hesitate to contact us at (972)428-2030 or e-mail billing@essexhoa.com.

**Pay by ACH, check, e-check, or
credit card - in the mail, over the
phone, or online!**

Billing / Payment Information

The Essex Association Management website provides you a personal "VIEW YOUR ACCOUNT" option, which gives you an online servicing tool designed to provide easy and immediate access to view your account information anytime, anywhere, with the click of a mouse at www.essexhoa.com. You will need your account specific information to log in.

If you would like to send a payment, please mail it to the address in the upper right corner of this letter. Be sure to include your name, property address, and Account ID. If you own more than one property, *please include a separate check for each property*. Also available upon request is a payment plan for owners who need the ability to pay their Assessments over a set number of months. For more information on available payment plans and how to apply, please contact billing@essexhoa.com.

eCheck/Credit Card*: You can make a one-time payment using eCheck (electronically debited from your checking account), MasterCard, American Express or Discover*. Log in to www.essexhoa.com and choose "Make a payment" via the "PAYLEASE" portal. * **A convenience fee may apply.**

Sincerely,
The Essex Association Management Team