

## 2025 HHE Invoice Due Dates

This notice provides due dates for the various invoices you may receive from Northeast Bookkeeping this year for payments due to Holmes Harbor Water Company; or from Branch Business for GBBC & HOA fees. Quarterly Water Use Payments are paid only for lots with a Right-to-Connect or a water hook-up.

<u>Due Date</u>	<u>Purpose of Payment</u>	<u>Check Made Payable To:</u>
Jan 31	4 <sup>th</sup> Quarter Water Use (Base: \$120)	HHWC
March 31	<u>Annual</u> HOA Dues (\$150 <i>per lot</i> )	GBBC/HOA
April 30	1 <sup>st</sup> Quarter Water Use (Base: \$130)	HHWC
May 31	<u>Annual</u> GBBC Dues (\$175 <i>per owner</i> )	GBBC
July 31	2 <sup>nd</sup> Quarter Water Use (Base: \$130)	HHWC
Oct 31	<u>Annual</u> Water Reserve Fund (\$105 <i>per lot</i> )	HHWC
	<i>invoices combined for those with water rights-to-connect</i>	
Oct 31	3 <sup>rd</sup> Quarter Water Use (Base: \$130)	HHWC

*Annual payment invoices* are mailed around the end of the month previous to the due date. Invoices mailed late will have a grace period added.

*Quarterly water use invoices* are mailed within a week of meter readings and payments are due by the end of the month the invoice is sent.

*3<sup>rd</sup> Quarter Water Use and Water Reserve fund* will be billed on the same invoice, with a due date of October 31, to save on mailing costs

*When writing a check*, write your account number (found in the upper left corner of your invoice) in the "Memo" portion of your check. Note that your account number *suffix* varies with each type of invoice you receive.

### **Overdue Accounts:**

Payments received more than **ten (10) days after the due date** are charged a late fee of \$10 per month, per account, until account(s) is/are paid in full.

- Accounts that remain unpaid more than 30 days after the due date will receive a reminder notice.
- Another reminder will be sent 60 days past the due date.
- Accounts remaining unpaid 90 days after due date will receive a certified letter requesting the account holder to contact King Water or Branch Business to arrange payment to avoid a lien or water shutoff.