

2025 HHE Invoice Due Dates

This notice provides due dates for the various invoices you may receive from Northwest 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 th Quarter Water Use (Base: \$120) | HHWC |
| March 31 | <u>Annual</u> HOA Dues (\$150 <i>per lot</i>) | GBBC/HOA |
| April 30 | 1 st Quarter Water Use (Base: \$130) | HHWC |
| May 31 | <u>Annual</u> GBBC Dues (\$175 <i>per owner</i>) | GBBC |
| July 31 | 2 nd 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 rd 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.

3rd 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 Northwest Bookkeeping or Branch Business to arrange payment to avoid a lien or water shutoff.