

# First Past Due Notice:

Deerwood Service Company, LLC  
P.O. Box 881546  
Steamboat Springs  
Co 80488

Date



## 60 Day Past Due Notice Keep Your Water Flowing!

Dear Customer:

Our records show that your water bill for lot # Lot xx, Creek Ranch is now over 60 days past due. If we don't receive your full payment of the past due balance within 90 days of the first billing, we will send a certified letter informing you about the imminent cutoff of your water service. There will be a \$35 service charge for the certified letter. If you require us to turn off your water service, you will be charged a \$50 cutoff fee and another \$50 fee to turn the water back on after you have paid in full.

We are your neighbors and volunteers, and we really would prefer that you pay the bill!

So-

- If you believe you have received this notice due to a bookkeeping error, please contact our bookkeeper, Sue Orton at [sjhcattleco@wildblue.net](mailto:sjhcattleco@wildblue.net) right away to correct the error.
- If you haven't paid your bill for some other reason that you would like us to consider, please immediately contact the DSC Board of Managers through Teresa Audesirk at [terry.audesirk@gmail.com](mailto:terry.audesirk@gmail.com).

Sincerely,  
Your DSC Board of Managers  
Teresa Audesirk (Chair)

## **Final Past Due Notice, sent by certified mail:**

**Deerwood Service Company, LLC**

P.O. Box 881546

Steamboat Springs, CO 80488

### **Water Service Cutoff Notice (90 days past due - final notice)**

**Date:**

**To:**

**Lot #:**

**Cutoff Date:**

**Amount Past Due:**

**Service charge: \$35**

**Total Due:**

Unless payment in full for the amount above is received by Sue Orton on or before the cutoff date above, your water may be turned off.

If you require us to turn off your water service, you will be charged a \$50 cutoff fee and an additional \$50 fee to have your water turned back on, which will only occur after payment in full.

As stated in your 60 day overdue notice, Sue Orton can only help resolve bookkeeping errors. Any other problems must be taken up with the DSC Board of Managers,

Deerwood Service Company Board of Directors

Teresa Audesirk, Chair