

**Quadna Mountain Townhouse Association
Propane Account Policy**

1. Any unpaid propane account balances as of June 15th of each year will be posted to the owner's assessment account and will be subject to the same late fees and interest as are charged for other delinquent assessment amounts.
2. Each owner must have a minimum credit balance of \$500 on deposit by October 1st of each year. If this requirement has not been met, a notice will be sent to the owner reminding them that the necessary funds must be deposited by no later than November 1st.
3. If the minimum \$500 credit balance has not yet been deposited by November 1st, a warning letter will be sent to the owner, informing them that they are subject to the termination of gas service 10 days after the date of the letter unless the required funds are deposited.