

Dear _____,

2/14/2014

We are contacting you regarding repeated missed rent payments by your group to the Triangle Alano Club. Your group has been more than 60 days late with your monthly rent payment to the TAC two or more times in the past 12 months. For reference, the contract you signed with the TAC states that rent is due the 5th of each month and is considered late after the 10th.

We have made numerous attempts to contact your treasurer and / or group officers to address the continued late payments but the situation has persisted.

As a board, we try to lean towards compassion and flexibility but we also have a financial responsibility to collect rent and pay our bills. To this end, we will be opening your meeting envelopes in the safe and extracting the 75% portion that goes to the TAC (per your group contract with the TAC) and holding the 25% that goes to your group in escrow.

To retrieve the 25% in escrow, one of the officers of your group will need to come to a TAC board meeting (held the 2nd Sunday of each month) to explain your financial situation and ensure that there is a process going forward for timely payments.

We are hopeful that you will contact us quickly and get this rectified so we can all meet the obligations we signed on for financially. Further inaction could lead to loss of privilege to hold meetings at the TAC and this is something we would like to avoid at all cost.

Sincerely,

Your TAC Board of Directors