



**KINGSTON CHASE  
HOME OWNERS ASSOCIATION, INC.**

*P.O. Box 332 Herndon, VA 20172*

February 1, 2023

Dear Kingston Chase Homeowner,

I write on behalf of the Board of Directors of the Kingston Chase Home Owners Association, Inc. We are excited to serve you for another year and look forward to seeing you at board meetings and social events. We are proud of our community and encourage every member to become involved in community affairs.

As a member of our homeowners association, you have agreed to pay a mandatory community fee every year. This payment covers maintenance of the common grounds, the swimming pool, the tennis court and the clubhouse, as well as reserves for future repairs and replacements. You owe this amount, regardless of whether you use the common grounds or not, as the maintenance of these common areas helps maintain your home's value and attractiveness. This year the dues are \$408.00 and cover the period of January 1 through December 31, 2023. The deadline to pay these dues is April 1, 2023.

**Please make the check for \$408.00 payable to KCHOA, and mail it to: KCHOA, P.O. Box 332, Herndon, VA 20172. Please include your lot number on your check.**

Alternatively, you may pay your dues with a credit card online at:

<https://www.kchoa.org/purchases-available/>

If you choose to pay with a credit card online, you will be charged \$422.29 = \$408.00 + \$14.29 in credit card processing fees.

After April 1, 2023, six percent annual interest will begin to accrue. In addition, there is a \$25.00 fee for returned checks. Homeowners with unpaid accounts will be refused access to the pool, swim team, clubhouse, tennis court, and social activities, and will be sent to collection and be subject to other legal action.

Please return the form with your check and pictures for pool access (if not submitted last year). You may also email your pictures to [info@kchoa.org](mailto:info@kchoa.org).

Please review and sign the Instrument for Owner Agreement to Amendment of Declaration of Covenants, Conditions and Restrictions included on the backside of your invoice sheet if you have NOT returned one yet.

I am available at 703-209-2177 or [info@kchoa.org](mailto:info@kchoa.org) if you have any questions.

Sincerely,

Jack McDonald  
President  
Kingston Chase Home Owners Association