



RECEIVED  
JUN 10 2011

**Billie Szudlo**  
*Administrative Assistant*

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June 7, 2011

Buncombe County  
Tourism Development Authority  
C/O Asheville Convention & Visitors Bureau  
P.O. Box 1010  
Asheville, NC 28802

RE: Brookstone Lodge

To Whom It May Concern:

We mailed in our occupancy tax for the month of April 2011 and inadvertently did not send the occupancy tax worksheet with our check. Our check was received on Friday, May 20, 2011 without the report. Our office was called on Monday May 23, 2011 to inquire about the report and we immediately emailed the report over. We had no idea that we would incur a penalty for this mistake. We are asking that you waive this penalty as a one time courtesy to us.

Thank you

A handwritten signature in cursive script that reads "Billie Szudlo".

Billie Szudlo



Buncombe County Finance Department

Donna Clark  
Finance Director

May 24, 2011

Brookstone Lodge  
4 Roberts Road  
Asheville, NC 28803

Dear Sir/Madam,

We received your Buncombe County Room Occupancy Tax payment and report for April 2011. The payment and form was due postmarked or hand delivered by the 20th of May. Because the form was e-mailed marked May 23, 2011, your account has incurred a late penalty.

Brookstone Lodge

April 2011 (5%) PENALTY DUE	\$227.72
<b>TOTAL PENALTIES DUE</b>	<b>\$227.72</b>

Please remit the total due of \$227.72 to:  
The Buncombe County Finance Department  
PO Box 7526  
Asheville, NC 28802-7526.

Please note the Buncombe County Finance Department does not have the authority to waive any occupancy tax penalties. Any requests for waiver must start with the Tourism Development Authority Board. The TDA Board will then present your request to the Buncombe County Board of Commissioners at a scheduled meeting. You may contact TDA at telephone number (828) 258-6111 to begin this process.

If you have any questions or concerns, please call Jennifer Pike at (828) 250-4143.

Sincerely,

Rebecca Levi  
Accounting Technician  
Enclosures

