

COLLECTION PROCEDURES

Effective January 1, 2009

- The association fees are due monthly
- Payment is due on the first day of the first month.
- Payment is late by the 15th day of the first month and a late fee of \$25.00 is added to your account on the 15th day
- A late notice is sent by regular mail on or around the 15th -30th of the following month.
- If payment is not received within the 30 days after the late notice was sent a 45 Day Notice of Intent to Lien is mailed by certified and regular mail to all known addresses of the homeowner.
- Once the 45 day Notice of Intent to Lien has expired, if payment in full has not been received, the account will be turned over to the Association Attorney for collection.
- The association attorney will file the lien and send the owner by certified mail to all known addresses a 45 day Notice of Intent to Foreclose.
- After the account has been turned over to the Association Attorney for collection and lien filing, the owners must contact the Attorney's office to make payment as legal fees will apply.
- If payment is not received by the association attorney at the expiration of the 45 day Notice of Intent to Foreclose, the Board of Directors will be notified through the management company as to whether they want to foreclose the lien and take ownership of the home.
- All payment for legal fees are the responsibility of the owner to pay, in addition to the association fees, late fees and any other costs incurred in attempting to collect the debt. All payments to the account will first be applied to late fees, legal fees any other fees incurred in the process to collect the association fees and then to the association fees.