

# Willow Park

Homeowners Association  
2850 NE Kendallwood Pkwy, Ste. B  
Gladstone, MO 64119

## HOA Dues Collection Process

- Dues** Dues may be paid in full or split into two payments of \$225.00.  
The **1<sup>st</sup> Installment due January 31<sup>st</sup>**, delinquent if not received (not postmarked) in office by February 1<sup>st</sup>.  
If paying in two installments, **2<sup>nd</sup> installment due June 30<sup>th</sup>**, and delinquent if not received in office by July 1<sup>st</sup>.
- Late Fee** **1.5% per month on entire amount due**

## PAYMENT SCHEULE

**1<sup>st</sup> of February (if not paid at least half)** – send statement with late fee added and copy of collection policy to owner.

**1<sup>st</sup> of March (if not paid at least half)** – send statement with late fee added and copy of collection policy to owner. Warning that a lien will be filed if ½ of dues are not paid or in full by 1<sup>st</sup> of April.

**1<sup>st</sup> of April (if not paid at least half)** – **LIEN** placed on property - send statement with late fee added and copy of collection policy to owner. Notice that a lien has been filed if ½ of dues are not paid.

### **Fees for lien:**

- o \$35 fee to county for filing lien
- o \$35 fee to county for release of lien
- o \$165 fee for legal/administrative for filing lien
- o \$165 fee for legal/administrative for release of lien

**June 1<sup>st</sup> (if not paid in full)** – send statement with late fee added and copy of collection policy to owner. Warning that **a lien will be filed if ½ of dues are not paid or in full by 1<sup>st</sup> of July.**

**July 1<sup>st</sup> (if not paid in full)** – send statement with late fee added and copy of collection policy to owner. Notice that a lien has been filed for nonpayment of annual dues.

**September 1<sup>st</sup> (if no payment or payment plan)** – member will be turned over to legal counsel to process and prepare formal demand letter of payment and court summons.

### **Fees for demand letter:**

- o \$250 fee for legal counsel
- o \$50 administrative fee for processing

**Next steps** if beyond demand letter would include the following options:

- File Lawsuit to obtain Judgement: (approx. \$3,000 to \$5000 in legal fees, admin fee \$50 p.h.)
- Garnishment of wages (approx. \$600-\$800 in legal fees, \$50 administrative fee)
- Property foreclosure report (\$400) by HOA (\$ TBD – depending on the situation, \$200 administrative fee)

**\*NOTE:** Members can contact the Management Office at any time to setup a payment plan to avoid the next step in this process.

**NSF Charge** The charge for an NSF check is \$25.00 plus bank fees. This amount will be charged to the owner's account balance.