

HOA Dues Collection Process

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

PAYMENT SCHEULE

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

1st 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 $\frac{1}{2}$ of dues are not paid or in full by **1st of April**.

1st 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 $\frac{1}{2}$ of dues are not paid.

Fees for lien:

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

June 1st (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 $\frac{1}{2}$ of dues are not paid or in full by 1st of July**.

July 1st (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 1st (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:

- \$250 fee for legal counsel
- \$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.