

HOA Collection Process

Effective: January 1, 2025

Dues: Due 1st of the month – delinquent if payment not received at HOA Management Experts Office by 10th day of the month – if mailed, **MUST BE POSTMARKED** by 10th.

Late Fees: **\$35.00 late fee per month**

11th of the month/end of month due – send statement with copy of collection policy to owner. *Note ~ this can be waived by the Board on appeal.*

60 days late/2 months – send statement with copy of collection policy to owner. Statement to include next steps in collection process (LIEN) and deadline (day 90). Stop all snow membership benefits.

90 days late/3 months – LIEN will be filed on day 91 unless other arrangements are made and preapproved by the Board. All charges for filing lien and release of lien will be added to member's account. Send statement with all lien charges, collection policy and copy of lien paperwork to member. Notify member of next steps (Demand Letter for court appearance with deadline (day 120)).

- **Fees for lien:**
 - \$200 fee to Santerra HOA (CCRs – Article VII Sec. 12.5 (d))
 - \$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
 - ***TOTAL charges for lien = \$600.00***

120 days late/4 months – Member will be turned over to legal counsel to process and prepare formal demand letter of payment and court summons.

- **Fees for demand letter:**
 - Up to \$500 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 per hour)
- 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)

Returned Payment: The charge for a returned payment/check is \$25.00 plus any fees charged by the bank. This amount will be charged to the owner's account balance. Statement will be sent showing charges.

NOTE: All fees subject to change.