
HOMEOWNERS ASSOCIATION

ASSESSMENT COLLECTION POLICY

The following collection policy applies to all liens recorded on or after January 1, 2006. For liens recorded before January 1, 2006, please refer to the collection policy distributed in 2005.

1. Assessments are due on the first (1st) of every month. Regular and special assessments become delinquent fifteen (15) days after they are due.**
2. An annual interest rate of 12% per annum will be imposed against delinquent assessments, late fees, and collection costs. **
3. The Association shall send a demand letter to Owner requesting payment in full of delinquent assessments.
4. If payment is not tendered within ten (10) days from the date of the Association's letter, a pre-lien initial collection letter may be sent by the Association or its representative.
5. If payment is not tendered within thirty (30) days from the date of the pre-lien initial collection letter, the Board may cause a lien to be recorded against the Owner's residence. The decision to lien will be made by the Board in an open meeting and will be documented in the Board's meeting minutes.
6. If the delinquent account is sent to the Association's attorney or collection agency, Owners shall not send any assessment payments or correspondence to the Association; payments and correspondence will only be accepted by the law firm or collection agency.
7. Prior to recording a lien, the Association will offer internal dispute resolution "IDR" to the delinquent Owner and, if accepted, the Association will participate in same.
8. A copy of the recorded lien will be mailed by certified letter to all Owners of record, within ten (10) days from the date of recording.
9. The Association will not commence foreclosure proceedings against the Owner's residence, unless the delinquent assessments equal or exceed \$1800 or the assessments are more than twelve (12) months delinquent.
10. Prior to initiating foreclosure, the Association shall offer, and if so requested by the Owner, will participate in IDR.

11. The decision to initiate foreclosure will be made by the Board in an executive session Board meeting no less than thirty (30) days prior to any public sale, and will be documented in the Board's meeting minutes.
12. The Board will provide written notice of the decision to foreclose via personal service to the occupant of the Owner's residence or the Owner's legal representative or by first class mail to the Owner's last known off-site address.
13. If an Owner brings his or her account current, a release of lien will be recorded in the county recorder's office within twenty-one (21) days from payment.

** provisions are subject to change pursuant to HOA's individual governing documents.