

Collection Procedure for Special Assessments

Special Assessments - Overview

All notices will be sent to the member's email address as provided to the Association Administrator in writing. The failure of a member to receive notice of any assessment does not relieve the member of the obligation to pay the assessment.

30 Days Before the Due Date of the Special Assessment

- a) The bookkeeper will prepare a list of the membership showing the amount due for each member, and the list will be forwarded to the Association Administrator.
- b) The Association Administrator will send an email to each member who has not paid the special assessment reminding them of the amount due per lot and the due date.

Due Date of the Special Assessment

- a) The bookkeeper will review all accounts, and if a member has not paid the special assessment, the bookkeeper will prepare a list of the membership showing the amount due for each member, and the list will be forwarded to the Association Administrator.
- b) The Association Administrator will send a letter to each member who has not paid the special assessment requesting they pay it. Additionally, the email will remind the member that interest and a late fee will be added if the assessment is not paid within 30 days.

30 Days Past the Due Date of the Special Assessment

- a) The bookkeeper will review all accounts, and if a member has not paid the special assessment, the bookkeeper will prepare a list of the membership showing the amount due for each member, and the list will be forwarded to the Association Administrator.
- b) The Association Administrator will send a letter to each member who has not paid the special assessment requesting they pay it, plus the interest and a late fee as provided in the Bylaws and posted on the Association's web site.

Each Subsequent Month

- a) On or about the first day of each month, the bookkeeper will review all accounts, and if a member has not paid the special assessment, the bookkeeper will prepare a list of the

membership showing the amount due for each member, and the list will be forwarded to the Association Administrator.

b) The Association Administrator will send a letter to each member who has not paid the special assessment requesting they pay it, plus the interest and late fee as provided in the Bylaws and posted on the Association's web site.

c) At each regularly scheduled quarterly meeting of the Board of Directors, the bookkeeper will inform the directors of delinquent accounts, and if a majority of the directors approve, the Association Administrator will prepare all relevant documents to file suit to enforce the claim including a \$200 collection fee to cover expenses. At the election of the Board of Directors, the suit may be filed in small claims or justice court. The appropriate petition will be filed in a court of competent jurisdiction.