



Assessment and Fine Collection Policy

Assessment notices will be mailed out no later than December 15th. Assessments are due by January 15th each year. Assessments can be paid via the management company portal or can be paid using the statement you receive from the bank or management company.

Each payment must include your correct account number.

Please note: Resident are considered in “Good Standing” until their yearly assessment and all fines (if any) are paid in full.

Also note: If you choose to use an alternative payment plan (i.e., monthly, quarterly, or the four payments option) you **are not in Good Standing!**

If you choose the four payment options, all payments should be timely and in the correct amount.

Your first payment is due by Jan 15th and your final payment is due April 15th.

REMEMBER, PAYMENT MADE AFTER April 15th ARE LATE, UNLESS PIOR ARRANGEMENTS HAVE BEEN MADE WITH THE PROPERTY MANAGEMENT COMPANY.

Collection process

The property management company will attempt to collect all past due funds.

All accounts one year past due are sent to collections for Credit Bureau Reporting

All accounts two years past due will be turned over to the lawyer. *(Once the account has been turned over to the lawyer all arrangements for payment must be made via the lawyer.)*

A demand letter will be sent to the homeowner.

A lien will be placed on the property.

The lawyer will try to set up payment arrangements.

Post judgement for collections if appropriate (i.e. bank account or employment garnishment).

If the account is three years past due,

A follow-up demand letter will be sent to the homeowner.

The lien will be updated.

A lawsuit will be filed.

Notice of violations

Once a violation is identified, a written notice (friendly reminder) will be mailed out to the homeowner, giving the homeowner 10 days to resolve the violation. If not resolved in 10 days a 2nd notice/warning of fine is sent to the homeowner giving an additional 10 days for correction. If not corrected a fine notice is sent to the homeowner and a \$25.00 per day fine is assessed.