

Invoice Re-issuance Policy

In the event that an invoice issued by the homeowners association (HOA) remains unpaid by the specified deadline, the following policy regarding reissuance of invoices shall apply:

Reissuance Fee: A reissuance fee of \$25 shall be charged to the member's account for each invoice that necessitates reissuance due to non-payment by the designated deadline.

Frequency of Invoice Reminders: The HOA shall issue invoice reminders no more frequently than every two months. However, under normal circumstances, invoice reminders shall typically be issued on a quarterly basis.

Notification of Reissued Invoice: Upon reissuing an invoice due to non-payment, the member shall be promptly notified of the reissued invoice and the associated reissuance fee.

Payment Deadline: The member is required to settle the outstanding balance, including the reissuance fee, within the specified timeframe indicated on the reissued invoice.

Consequences of Non-Payment: Failure to remit payment for the reissued invoice within the designated timeframe may result in further actions as outlined in the HOA's governing documents, which may include but are not limited to, late fees, penalties, or other remedies available to the HOA.

This policy is implemented to ensure timely payment of dues and to cover administrative costs associated with reissuing invoices. It is the responsibility of each member to adhere to the payment deadlines specified by the HOA.

By being a member of the HOA, all members are deemed to have acknowledged and agreed to abide by this Invoice Re-issuance Policy.

Note: This policy is subject to review and amendment by the HOA Board of Directors as deemed necessary.