

Harrison Ranch

HOMEOWNERS ASSOCIATION, INC.

Assessment Collection Policy

The following policy shall be implemented and followed for the collection of Association assessments:

Annual assessments shall be billed and collected on an annual basis and are due on the 1st day of January each year. Specific lot assessments shall be assessed as necessary. Both annual and specific lot assessments will be considered delinquent if not received within ten (10) days of the due date. If payment is not received within ten (10) days of the due date, the following steps will be taken:

1. **Reminder Notice:** If the assessment is not received by the 10th day after the due date, the management company will assess a \$25.00 late fee and send a Reminder Notice to remit payment.
2. **Notice of Late Assessment:** If payment is not received within 30 days of the date of the Reminder Notice, the management company will send a Notice of Late Assessment reflecting amounts due with a remittance date of 30 days. *A non-negotiable fee of \$25.00 will be assessed.*
3. **Notice of Intent to Lien:** If the assessment is not received within thirty (30) days after the date of the Notice of Late Assessment, the management company will determine if the statutorily required Notice of Intent to Lien demand letter to remit payment is required. *A non-negotiable fee of \$100.00 will be assessed.*
4. **Claim of Lien:** If funds are not received within forty-five (45) days of the Notice of Intent to Lien demand letter, the account will be turned over to the Association's attorney with instructions to file a Claim of Lien on the delinquent lot for unpaid association assessments. Once turned over to the Association's attorney, the management company shall refer all owners to the law firm. The law firm will follow up with additional statutory notices as required, but will not be authorized to foreclose without specific Board approval.

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| Note 1: | The authority to foreclose any association lien requires a specific Board action, <i>per each affected lot</i> , and is not part of this policy. |
| Note 2: | Owners requesting payment plans will be presented to the Board for consideration and approval. |
| Note 3: | When funds are received from the delinquent owner, funds will be applied to the account in the following order pursuant to statute:
(1) interest, (2) late fees, (3) attorney's fees and related costs, and
(4) the delinquent assessments. |

This Assessment Collection Policy was adopted by the Board of Directors this 28th day of June, 2021 and is reflected in the minutes of the Association.