

### Late Assessment Process

- January 1<sup>st</sup>
  - Yearly Dues Owed
- February 1<sup>st</sup>
  - \$25 Late fee applied
  - 30-day notice sent
- After 30-day notice time frame is complete
  - \$25 Late fee applied
  - Ledger is turned over to legal for the collection process to begin with interest

### Violation Process

- Drive through by Management Company to identify violation(s) per the TR Foundation Violation table
- Management Company issues validated First Letter Violation(s)
- After 30 days, drive through to identify new violation(s) and review open violation(s)
  - Based on drive through:
    - Issue First Letter Violation(s) for any new violation(s)
    - Issue Second Letter Violation(s) for any unresolved First Letter Violation(s)
    - Send to Code Enforcement for any unresolved Second Letter Violation(s) and/or send to attorney for legal resolution to violations
- Third Bullitt Process Repeats