

The Enclave at Berwick Plantation Homeowners Association, Inc.

Assessment Collection Policy

1. The Enclave Homeowners Association assessments are due and payable quarterly on January 1, April 1, July 1 and October 1 of each year. Any prorated assessments are due and payable within thirty (30) days of billing.
2. Assessments not paid within ten (10) days of the due date will incur a late fee of \$35, pursuant to the board resolution.
3. Assessments remaining unpaid after thirty (30) days (on February 1, May 1, August 1 and November 1, in the case of regularly scheduled assessments) will be deemed to be delinquent and interest of 15% per annum calculated from the due date will be added to the billed amount and become due. In addition, the amenities key fobs linked to that account will be suspended. All monies must be paid in full prior to the amenities key fobs being enabled for use by the homeowner.
4. Any payment returned for insufficient funds or stop payment will be subject to a \$35 fee will also be applied until payment is made in CERTIFIED FUNDS. The Returned Check Policy applies to any and all payments, including but not limited to clubhouse rentals).
5. Assessments remaining unpaid after sixty (60) days (on March 1, June 1, September 1, and December 1) may be subject to a Demand Letter from the attorney with the cost billed to the homeowner (\$65 per Demand Letter plus and additional attorney's fees that are incurred and suspension of all RFID tags associated with the account.
6. If an assessment account is not current within thirty (30) days of the Demand Letter being sent, a lien may be filed (\$150 to file and remove) with the cost being billed to the homeowner. This expense will be added to the delinquent account.
7. Should any account remain unpaid one hundred fifty (150) days after the due date of regularly scheduled assessments, a legal action may be filed in a court of competent jurisdiction for collection of sums due, including the delinquent assessment, lien charges, attorney's fees and costs, deactivation charges, and any and all other charges associated with the collection.

In Summary:

December 1- Payment Reminder Letter (notice of new fiscal year QUARTERLY payments) are mailed out.

January 1, April 1, July 1 and October 1- Quarterly Assessments Due and Payable.

Ten (10) Days AFTER DUE DATE- Late fee of \$35 due on all unpaid invoices.

Thirty (30) Days AFTER DUE DATE- Assessments remaining unpaid are subject to interest and amenity key fob suspension.

Sixty (60) Days AFTER DUE DATE- Demand Letter and interest applies, plus \$65 attorney's fees, any additional attorney's fees and suspension of all RFIDs associated with the account.

PER DEMAND LETTER (30 DAYS FROM DATE OF LETTER)- Lien filed and interest applies, plus \$150.

One Hundred Fifty (150) Days AFTER DUE DATE- Court Action Filed and interest applies, plus all associated collection charges, including attorney's fees and costs.

Revised January 9, 2024

