



Pendleton Harbor
Property Owners' Association, Inc.
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Policy Letter #8
Amended April 12, 2018

SUBJECT: Procedures for Collection of Delinquent dues (**Regular and Special Assessment**)

Purpose: To set policy on the collection of delinquent **Assessments**

1. All accounts are reviewed to ensure they are current in payment of their dues. Current in payment for residential and trailer lots are dues paid by the last day of the quarter billed. Current for RV lots are dues paid by the last day of the month billed.
2. If an account shows a balance is delinquent, the following will occur:
 - A. A letter will be sent to each account that is delinquent for **90 days or more**. The letter will specify the amount **past due, broke down according to lots in delinquent and then a total delinquent amount**, reply to date and what happens if not paid.
 - B. These accounts will be **delinquent**, if no payments are made, or communication has been received from the member within 30 days of the date of the letter then the account **will** be placed with a collection agency and Assessment Lien filed.
 - C. **After 30 days from the date of the Notice of Delinquent Assessment letter, if not paid in full or in a Payment Plan Agreement with current monthly payments, monetary penalties of 18 % interest will be added to the total balance due.**
 - D. **All attorney fees, and other cost incurred by the Association relating to collecting amounts, including damages, due to the Association for enforcing restrictions, By-Laws, policies or rules of the Association will be charged to the property owner or their heirs for reimbursement to the Pendleton Harbor Property Owners' Association.**
3. Accounts considered for foreclosure
 - A. Close accounts with collection agency after one year of collection attempts.
 - B. The number of accounts to take action on depends on the ability to process.

Sheila Coile

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President PHPOA