



SUGARLAND ESTATES HOME OWNERS ASSOCIATION

TITLE: SEHOA POLICY NO. 1 - ACCOUNT DELINQUENCY

PURPOSE:

To establish the policy and procedures for processing and collecting unpaid accounts.

GENERAL POLICY:

Anyone in violation to the Declaration of Covenants, Conditions and Restrictions and By-Laws will be subject to the penalties in this policy.

DEFINITIONS

1. "DELINQUENT ACCOUNTS" shall mean any assessments which are not paid when due
2. "SEHOA" shall mean and refer to the Sugarland Estates Homeowners Association, Inc., its successors and assigns

PROCEDURES AND PENALTIES

DELINQUENT ACCOUNTS:

1. Suspension of all SEHOA privileges and amenities will occur when account becomes delinquent. Notification of same is communicated to the homeowner via a Delinquent Notice Letter 30 days after the due date. In addition, a 10% per annum finance charge and an administrative fee of \$10.00 per calendar month will be applied to delinquent accounts as per Article VII, Section 8 of the Sugarland Estates covenants.
2. Once the delinquency reaches 60 days, after the due date, and the homeowner was sent a Delinquent Notice Letter the board will request an overdue list from the accountant and verify ownership of the lot. Then the board will instruct the accountant to contact the SEHOA counsel with the overdue list. SEHOA legal counsel is instructed to send a Demand Letter to the homeowner. Attorney processing fees and any other accrued costs are charged to the homeowner's account.
3. If dues have not been paid within 90 days from due date and fees exceed \$50.00, a lien is placed on the homeowner's property and charges for the placement, release of the lien, and any other accrued costs will be charged to the homeowners' account.
4. Suit is initiated after the account balance reaches \$750.00, with resulting reasonable attorney fees and court costs added to the balance due and owing, should judgment be awarded.



SUGARLAND ESTATES HOME OWNERS ASSOCIATION

ADMINISTRATION

LETTER NO. 1: Delinquency Notice Letter

1. Mailed to all accounts 30 days after due date.

LETTER NO. 2: Directive to attorney to send Demand Letter

1. Mailed to SEHOA legal counsel by SEHOA staff, as approval to initiate legal collection proceedings on delinquent accounts over 60 days.

LETTER NO. 3: Directive to accountant or attorney to file lien

1. Mailed to SEHOA accountant or legal counsel by SEHOA staff as approval to file a lien for accounts owing \$50.00 or more and 90 days delinquent.

LETTER NO. 4: Directive to attorney to file suit

1. Mailed to SEHOA legal counsel by SEHOA staff as approval to file suit on accounts reaching \$750.00 delinquency or three years is reached.



SUGARLAND ESTATES HOME OWNERS ASSOCIATION

LETTER 1 - send out 30 days after due date

Date _____

Dear _____,

On June 1, _____ the Sugarland Estates Homeowners Association Dues invoices were mailed out. Homeowners' association dues are due July 1st and become delinquent after due date. They cover your dues for July 1, _____ through June 30, _____.

After the due date, your account is considered delinquent. A 10% per annum finance charge and an administrative fee of \$10.00 per every 30 days past due will be added to your account.

Your total amount due is \$_____.

All Sugarland Estate privileges and amenities have been suspended at this time until this amount has been paid.

Please pay immediately to avoid penalties. If payment is not received the account will be turned over to our attorney for collection. You will be responsible for all attorney fees and any other accrued costs involved in this process.

If you have any questions about this bill, please call _____.

Sugarland Estates Homeowners Association Board



SUGARLAND ESTATES HOME OWNERS ASSOCIATION

LETTER 2 -sent to attorney approximately 60 days after due date

Date

Dear Attorney,

Our records show the following homeowners have failed to pay their dues within 60 days. The Delinquency Notice Letter was mailed to homeowner. Please send a Demand Letter to the following homeowners:

_____(name)_____

_____(address)_____

_____(city, state, zip)_____

_____(amount owed)_____

Sugarland Estates Homeowners Association Board



SUGARLAND ESTATES HOME OWNERS ASSOCIATION

LETTER 3 - sent to accountant or attorney 90 days after due date

Date

Dear Accountant/Attorney;

Please place liens on the following properties. Delinquency Notice Letters and Demand Letters have already been sent to account:

_____(name)_____

_____(address)_____

_____(city, state, zip)_____

_____(assessments owed)_____

_____(interest)_____

_____(finance charges)_____

_____(total amount owed)_____

_____(date of assessments owed)_____

_____(lot number and plat number)_____

Sugarland Estates Homeowners Association Board



SUGARLAND ESTATES HOME OWNERS ASSOCIATION

LETTER 4 - sent out when amount of account exceeds \$750.00

Date

Dear Attorney;

Please file a suit in the Cass County Circuit Court on the following property;

_____ (name) _____

_____ (address) _____

_____ (city, state, zip) _____

_____ (assessments owed) _____

_____ (interest) _____

_____ (finance charges) _____

_____ (total amount owed) _____

_____ (date of assessments owed) _____

_____ (lot number and plat number) _____

This amount exceeds \$750.00.

Sugarland Estates Homeowners Association Board

****Attached hereto is a copy of the current Account Statement for the property.**