

# **Eastfield Slopes Condominium Association, Inc.**

## **Delinquent Fee Collection Policy**

1. Payment is due on the 1<sup>st</sup> of each month. If not paid by the 10<sup>th</sup> day, the statutory 30 Day Notice of Late Assessment will be sent to the homeowner by management or the association via regular mail to the property and mailing address of record. The Association may charge interest at the maximum rate allowed by law (currently 18%).
2. If payment is still not made within 30 days of the Notice of Late Assessment, the account will be referred to the attorney to send a Notice of Intent to Lien letter to the owner of record. The Notice of Intent to Lien shall grant the owner 45 days to pay all amounts due, including assessments that will come due during that time. The letter shall be sent by both first class and certified mail, return receipt requested to the property address and mailing address of record.
3. The attorney will automatically file a Claim of Lien on the property upon expiration of the statutory Notice of Intent to Lien. A Notice of Intent to Foreclose letter shall be sent to the Owner of record by both first class and certified mail, return-receipt requested. All attorney's fees and costs will be the responsibility of the property owner.
4. If still no response or payment is received after 45 days from the Notice of Intent to Foreclose, the attorney may review and recommend the Board of Directors authorize proceeding with foreclosure. Should factors exist that would not make a foreclosure beneficial to the association, the attorney will not request to proceed.
5. Payments will be applied per statute. First to any interest accrued, then to any costs and reasonable attorney fees incurred in collection, and then to the delinquent assessment. The payment will be applied to the oldest assessment, whether it be a special assessment or regular common expense.
6. In accordance with Florida Statute 718.116(11), if a property is occupied by a tenant and the Unit Owner is delinquent, the attorney may make a written demand that the tenant pay their future rent payments to their office, until the delinquent balance is brought current.
7. The collection of the lien is now the responsibility of the collection attorney, and all homeowners inquiring about their account or payment shall be directed to the attorney for handling. All payments must be made directly to the attorney. No further correspondence should be sent by the Association's managing agent or Board.

**This collection policy is effective on 10/29/2025**