

**SNUG HARBOR PROPERTY OWNERS ASSOCIATION
BOARD OF GOVERNORS
Hertford, North Carolina**

SUBJECT: ASSESSMENT AND COLLECTION POLICY AND PROCEDURES		
PRESIDENT: Toni Cacace-Beshears		EFFECTIVE: 01/01/2017
SECRETARY: Christine Camilleri		LAST REVIEWED: 2/28/2024
POLICY NUMBER: FIN 002	DIVISION: Financial	LAST REVISION: 2/28/2024

REFERENCES:

- (1) Amended Declaration of Covenants, Conditions and Restrictions Article IV.
- (2) Amended and Restated Bylaws, Article VI, Section 8(e, q), Article IX.

PURPOSE:

To provide the Board of Governors with guidelines for collection of assessments that is in compliance with the Declaration of Restrictive Covenants and By Laws of the Snug Harbor Property Owners Association and all applicable laws.

POLICY:

- (1) Payments received in the current year will be applied to past due unpaid amounts. Once the past due unpaid amounts are satisfied, the additional monies will be applied to current assessments.

- (2) Assessments will be billed no later than January 10th for the current year and will be mailed to the last known address of the property owner as determined by the Snug Harbor Property Owners Association records and will be considered delivered when posted in the United States Postal Service.

- (3) It is the policy of the Association to support our members and thus will accept pre-payments made throughout the year. These payments will be applied towards the following year's assessments in order to help lessen the financial impact on our members when the new bill arrives. Owners making payments throughout the year will receive a current invoice after each payment showing credit applied to their homeowner's account.

- (4) The Association will also accept extended payment plans to help support our members unable to pay the full assessment amount prior to March 1st of the current year. Acceptance of a payment plan does not alleviate the imposition of late fees/fines if assessments are not paid by due date. However, so long as payments are made (timely) per this agreement, the Association will refrain from commencing any other collection efforts or adding additional late fees/fines. Owners making payments will receive a current invoice after each payment showing credit applied to their homeowner's account.

(5) The Association can now accept credit card and bank ACH payments, online and credit card payments in the office. There will be a charge for that convenience, and it will be included in the yearly letter mailed with your assessments.

TIMELINE AND PROCEDURE:

No Later Than January 10th -Assessment Invoice Mailed

Bill for the forthcoming year's assessment will be mailed.

The invoice will contain a warning that a \$25 fine per lot will be imposed on all assessments not paid by the due date.

No Later Than February 10th – Friendly Reminder Sent

A friendly reminder will be sent by email to those with email addresses. If a member requests a reminder by mail, they will need to notify the office, prior to February 10.

February 28th (29th in a leap year) Assessment Due Date

Assessments are considered as paid on time either when, if paying in person, received in the office, drop box, or paid online no later than the last day in February. Please note that the office hours might not be available on the last day of February. If paying by mail, there needs to be a postmark on or before the due date to not be counted as late. A fine of \$25 per lot shall be imposed if not paid on time.

March 31st – Past Due Assessments

Assessments shall be considered past due on March 1st of the year billed. If the assessments are not paid by March 31st of the year billed, then interest shall accrue from March 1st at the rate of six percent (6%) per annum, and the assessments, plus accrued interest, shall then be due, plus late fee(s). The interest will be applied the first week of December to include all monies owed at that point in time.

April 1st – Collection Action

Snug Harbor Property Association shall initiate the filing of a lien on the property and may consider alternative actions to collect past due assessments. All satisfied liens shall be released within 10 business days. All owners of lots to which a lien will be filed against, must be notified in writing 15 days prior to this filing by mail to their recorded address in the SHPOA database or Perquimans Tax Office. All owners owing SHPOA any money will be sent a past due notice.

*****IT IS THE LOT OWNER'S RESPONSIBILITY TO ENSURE A CURRENT ADDRESS IS ON FILE WITH SHPOA!**