

September 8, 2017

**GREGG'S LANDING NORTH HOMEOWNERS ASSOCIATION
POLICY FOR COLLECTION OF DELINQUENT ASSESSMENTS**

The annual payments required of all residents are essential for the proper operation of the structures and common areas we all share. The payments must be made on time and should be made payable to the Association. In order to apply consistent enforcement of these payments as well as provide a uniform policy for each resident to follow, the following rules and procedures shall be used:

1. Assessments are due on January 1 of each year. If the assessment is not received by February 15 of that year, a late fee in the amount of \$50 will automatically be imposed. After the 15 of February, management will send a reminder for payment, and interest may be applied as well.
2. Once the Owner's arrearage exceeds 15 months in delinquency (March 1 of the following year), a copy of the ledger as well as the name and address of the unit owner and tenant, if applicable, will be faxed/e-mailed to the attorney's office for the initiation of the collection process.
3. This consists of obtaining a tract book search on the resident's property in order to verify ownership, the preparation and mailing, by certified mail, of a 30-day notice and demand, and the preparation of a lien. The charges and costs relating to these services will be charged back to the resident, which is approximately an additional \$400. The Association also reserves the right to report the delinquency to the appropriate credit reporting agencies.
4. If at the conclusion of the 30-day period, payment, or arrangements for payment have not been made, a forcible entry and detainer action against the resident may be drafted, filed with the court clerk and placed with a special process server for service upon the resident. The cost of these actions, together with the filing and service fees in the approximate amount of \$400.00 are charged back to the owner.
5. The initial court date is typically set within 3 or 4 weeks. If the matter is not contested by the owner, a judgment and order of possession will be entered. The ability of the association to take possession of the unit is delayed, by operation of law, 60 days. Upon the expiration of the 60-day delay, if the owner has not paid or arranged for payments of the indebtedness, to include the original judgment and attorneys' fees and court costs awarded, then the matter will be placed with a sheriff for eviction procedures.
6. Upon completion of the eviction, the Association is permitted to lease the unit for up to 13 months in order to recover the unpaid assessments, fees and costs.
7. The legal services performed by the association's attorneys vary in cost depending upon the time involved and complexity of the particular task. The association counsel has on file the current collection department rates relative to the items set forth above.