

SUMMARY OF ASSESSMENT COLLECTION AND PAYMENT APPLICATION POLICY

1. **Due Date** – Assessments are payable semi-annually, due January 1 and July 1.
2. **Delinquency Date** – Assessments are delinquent thirty (30) days past due date.
3. **Late Fee** – Any assessment not paid at the expiration of thirty (30) days after the due date shall accrue an automatic twenty-five dollar (\$25) late fee. Any handling charges, including Attorney fees, incurred at any time for the collection of past due assessments will be added to the amount due.
4. **Late Notice** – No sooner than thirty (30) days beyond the due date, the Association will send a Late Notice to the Owner, at Owner's expense, stating an assessment, along with the late fees and any handling charge, is outstanding and the address and telephone number of a person who may be contacted regarding payment of the assessment.
5. **Notice of Default** - No sooner than sixty (60) days beyond the due date, the Association will send a Notice of Default to the Owner, by certified and first-class mail, stating interest and all fees during this collection process shall become the responsibility of the Owner. This service will incur a handling fee of ten dollars (\$10) that will be applied to the Owner's account in addition to the late fee.
6. **Attorney Demand Letter** – No sooner than ninety (90) days beyond the due date, the account will be referred to an Attorney for collection, and legal fees incurred will be added to the account. This letter will include the amount of the unpaid assessments, the accrued interest and the handling charges incurred.
7. **Legal Action** – No sooner than one hundred twenty (120) days beyond the due date, the Association's legal counsel will file a Notice of Lien. The attorney's fees for this service will be added to the delinquent account in addition to the late charge, accrued interest, and accrued handling fees. The lien will be updated as necessary upon the advice of counsel. To secure payment of any assessment the Association reserves the right to secure a lien on individual lots.
8. **Foreclosures** – Continued delinquencies will be reviewed by the Board of Directors to determine when foreclosure should be considered as an option.

All payments received from or on behalf of owners will be applied in the following manner:

1. Fines (if applicable);
2. Attorney's Fees and related collection costs incurred by or on behalf of the Association;
3. Handling Fees and Returned Check Fees incurred by the Association;
4. Late charges;
5. Accrued Interest;
6. Special Assessments;
7. Past due assessments;
8. Current Assessments;
9. Future Assessments.