

# WOODFIELD PROPERTY OWNERS' ASSOCIATION COLLECTION POLICY

All annual assessments are due and payable each fiscal year according to the governing documents established for each HOA. Dues Woodfield Property Owners' Association are collected in a single annual payment. The following procedures will be followed for delinquent accounts:

## COLLECTION PROCEDURES APPLICABLE TO DELINQUENT ACCOUNTS:

1. An invoice will be sent in advance of due date and all HOA annual assessments are due and payable on February 1.
2. An initial delinquency notice (Late Notice) will be sent approximately **30** days after the due date for any account unpaid. Late fee &/or interest will be charged, if applicable, according to the Declaration of Covenants, Conditions, and Restrictions, against the owner from the due date until payment is made in full.
3. If payment is not received within **60** days after the due date, a Final Notice will be sent and payment of dues, late fees &/or interest will be due within 10 days of the date of this notice.
4. If payment of dues, late fees &/or interest in full is not received within **10** days after the date of the Final Notice, the entire balance of the owner's account will be sent to collection and additional charges and fees will be applied. The owner will be liable for attorney's fees, collection cost, court filing fees, etc., at the point the account is turned over to the attorney's office.
5. **Payment plan requests may be accepted or rejected by the board of directors. All approved payment plans will be subject to a handling charge of \$50 if not paid in full by no later than August 31 of the fiscal year. If not paid by August 31, the entire balance of the owner's account will be sent to collection and the owner will be liable for attorney's fees, collection costs, court filing fees, etc., at the point the account is turned over to the attorney's office.**
6. For any carry over balances from a prior year elected not to be sent to collection, the HOA reserves the right to forgo this delinquency period and pursue any available remedy at any time.

The Association may choose to foreclose the lien or file a complaint for personal judgment for all assessments, cost, interest and legal fees.

Prior to release of any lien, all assessments, late charges, interest, attorney fees, management fees and handling costs must be paid in full to the Association by certified check or money order.

All related costs are the responsibility of the owner. **Current assessments are paid last with all other charges & fees paid first.** Those may include:

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| (a) Collection Costs & Expenses                         | (e) Late charges  |
| (b) Post-judgment attorney's fees, costs and expenses   | (f) Fines and other charges permitted under the governing documents of this association |
| (c) Costs and attorney's fees not reduced to a judgment | (g) Delinquent assessments  |
| (d) Interest  | (h) Other applicable charges  |

The delinquent owner's voting rights, as well as access to common area, may be denied until all monies owing are paid in full.

All owners must notify the association of mailing address changes immediately.

If there is any reason that you should need assistance with making payment arrangements, please contact Main Street Management at (765) 742-6390.