

MAPLE RIDGE HOMEOWNERS ASSOCIATION ASSOCIATION DUES COLLECTION POLICY

Policy Purpose: The purpose of this policy is to state the Policies and Procedures followed in the Association dues collection process.

General: This procedure describes the process to be followed when attempting to collect payment of Association Dues for overdue accounts that are being referred to the attorney for collection.

The Policy:

- Dues are charged and due on the first of each month.
- A \$20 late fee is charged on the last day of the month for a balance due of one-month dues or greater.
- Any homeowner who has not paid in full for the previous month shall receive a past due statement showing the current balance due and requesting payment in full.
- IF the homeowner has reoccurring delinquencies and a balance due of two months dues or higher, Lambeth Management will send a collection warning letter to the property address and all known alternate addresses providing fifteen (15) days to pay or make payment arrangements prior to their account being turned over to the attorney for collections. (This is required by law).
- If the homeowner does not pay or make a payment plan, the account is turned over to the attorney. The attorney sends out a demand letter giving 30 days to respond or pay the past-due Association dues. The homeowner is now responsible for dues, late fees and attorney costs.
- If the homeowner does not contact the attorney, the Board will instruct the attorney to file a lien against the home. The attorney gives another 30 days for the homeowner to contact him or pay.
- If the homeowner does not respond or make payments and has accumulated the equivalent of four (4) months dues not including fees and a lien has been placed on the property, Lambeth Management will send the homeowner a warning of foreclosing, giving five (5) days for the homeowner to contact or pay.
- Lambeth Management will compile all known information including: lender activity, taxes paid, if home is occupied, etc. All information is provided to the Board of Directors to inquire if they want to continue with the foreclosure process. The Board votes on foreclosure and records the vote in the Board meeting minutes. If the Board votes to continue foreclosure, the resolution to foreclose is signed and given to Lambeth Management.
- Lambeth Management instructs the attorney to proceed with foreclosure and provides signed approval from the Board of Directors.
- Foreclosure process includes title search, setting foreclosure hearing date, foreclosure hearing, and setting foreclosure sale date, publish sale and hold sale, deed transfer, eviction.