

OAK RIDGE MEADOWS HOA COLLECTION POLICY AND PROCEDURE

Policy Purpose

The purpose of this policy is to state the policy and procedure followed in the association dues collection process.

Official documents Referenced:

By-Laws –

Articles of Incorporation – N/A

Declarations of Covenants, conditions and restrictions –

North Carolina General Statute 47F –Planned Community Act

GENERAL

The attached 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.

This policy was approved by the Board of Directors on : December 6, 2012

Signed: *Susan Mazzella*
President

Oak Ridge Meadows Dues Collection Policy

- * Dues are charged and due on the first of each month.
- * A \$20.00 late fee is charged on the last day of the month for a balance due of one month dues or greater.
- * Any owners who have not paid in full for the previous month receive a past due statement showing the current balance due and requesting payment in full. IF the owner has reoccurring delinquency and a balance due of two months dues or higher, the management company sends a collection warning letter to the property address and all known alternate addresses providing 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 owner does not pay or make a payment plan, the account is turned over to the attorney. The attorney files a lien against the home on behalf of Oak Ridge Meadows. Owner is now responsible for dues, late fees, and attorney costs.
- * If the home owner does not respond or make payments and has accumulated the equivalent of six (6) months dues not including fees and a lien has been placed on the property, the association will start the foreclosure process. The management company compiles all known information including: lender activity, taxes paid, if home is occupied, etc. All information is provided to the Board to inquire if they want to continue with the Foreclosure process. The Board votes on foreclosure and puts vote in Board meeting minutes. If the board votes to continue foreclosure, the resolution to foreclose is signed and given to management.
- *The management company instructs the attorney to proceed with foreclosure and provides signed approval from Board.
- * Foreclosure process: title search, setting foreclosure hearing date, foreclosure hearing, setting foreclosure sale date, publish sale and hold sale, deed transfer, eviction.