

#### COLLECTION PROCEDURE:

1. **Past due statement** (sent from LMR) to all homeowners who are past due. Statements are sent out each month.
2. **Attorney letter** (sent from LMR) sent to the homeowner/property address/alternate address and address on record at tax department advising as to the next step and amount due once homeowner once the homeowner reaches the HOA's set cut off. (This is now 6 months of dues past due)
3. **Demand Letter** (sent from attorney) sent to homeowner advising as to next step if no payment and/or contact has been made from the homeowner, after the attorney letter has been mailed. The fee for the attorney letter will be billed to the homeowner, cost is approximately \$100. (This will now go out on the 7 month of dues past due)
4. **Lien:** This will now be at the discretion of the HOA Board members. After the 7 month and no response and/or correspondence has not been made by the homeowner, the HOA Board will decide if a Lien will be placed on the home. (Cost to the homeowner is approximately \$250)
5. **Foreclosure:** This will be at the discretion of the HOA Board. If foreclosure is to commence the cost to the homeowner will be approximately \$850.