



Harbour Cove on the Lake Condominium Association Collection Policy

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The Association will attempt collection of past due assessments according to the following procedure:

- Upon no receipt of assessed fees by the tenth of the month, a letter showing the amount owed and late fees assessed will be sent by regular mail to the co-owner in arrears. The co-owner shall have the opportunity to contact the association (via the management agent) in regards to all disputes regarding assessments and late fees. All assessments in dispute must still be paid to avoid further late charges.
- If any amounts remain unpaid at the beginning of the second month, a second notice shall be sent after the tenth of the month and another late fee assessed against the unit.
- When the amount owed reaches two months late fees and assessments owed, a third and final notice is sent at the beginning of the third month, giving the co-owner ten business days to make a payment or payment plan with the association, alerting the co-owner that the matter will then be referred to the association's attorney for collection, and that all late fees and reasonable attorney's fees will apply.
- Once the third notice is sent and the ten-day deadline passes, the matter is then forwarded to the association's attorney with copies of all late letters and a copy of the ledger for the filing of lien against the property. The attorney acting in the interest of the association may attempt collection before filing the lien.
- Once the lien has been filed, all payment arrangements (and in some cases, payment) must be arranged through the attorney's office in coordination with the management agent. The agent may not accept any modifying statement payments, such as any checks or paperwork stating "paid in full" unless the amount is equal to the amounts the association records show owing. Modifiers showing "paid in full" shall in no way constitute payment for the entire year, only on balances owed, if accepted. The attorney shall notify the co-owner of the amounts owed including the attorney's fees for collection. The attorney shall verify the amounts owed to the association with the management agent.
- If payment is made through the attorney's office, all payment shall include reasonable attorney's fees and shall be made to the association. The attorney shall then bill the association for the amounts charged to the co-owner for costs of collection.
- The attorney shall then contact the board regarding the moving forward on foreclosure, so that the board may note all contact between the co-owner and the attorney and then direct the attorney in regards to foreclosure. No foreclosure shall be filed unless authorized, either verbally or in writing, by the association board or its' agent.



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Fines are assessed fees and are under the same rules as all other assessments. Assessed fines should be paid as outlined in violation letters. Any fines that are disputed must be paid even while disputed.

Amounts owed to the Association shall be applied as according to the condominium documents; first, payment shall be applied to attorney's fees and costs of collection; second, to all late fees and other assessed fees; lastly to association fees, in default in order of their due dates.

This collection policy is designed to work in conjunction with the Association By-Laws. The Association By-Laws shall override any part or all of this collection policy, and all collection shall be in compliance with the Fair Debt Collection Act. The Association and its' agents, legal counsel or collection services shall make every effort at collection as stated above before moving to foreclosure, and any reasonable payment arrangements must be approved by the board of directors before they are accepted.

The Association may also accelerate any delinquent payments, with the full years assessments coming due upon default.