

**FAWNGROVE HOMEOWNER ASSOCIATION
POLICY**

TITLE:

Past Due Account

DATE ISSUED OR REVISED:

November 1, 2011

PURPOSE/DESCRIPTION:

This policy is to provide a standard procedure for pursuing and collecting past due accounts.

REQUIREMENTS:

- At 30 days past due, the HOA Property Manager will check on the account with the unit owner.
- At 60 days past due, a letter from the Association attorney will be sent to the unit owner describing action to be taken.
- At 90 days past due, a lien will be filed on the unit.
- At 90 days the Management Committee may elect to shut off Association provided utilities to the unit.
- After 120 days past due, the Management Committee may vote to proceed with foreclosure on the lien.
- Collection costs and legal expenses will be charged to the account.
- Late fees and interest will be assessed to past due accounts.

JUSTIFICATION:

This policy is to ensure all unit owners timely pay their fair share of operating costs of the Fawngrove facility.