

**HERITAGE HARBOR GOLF & COUNTRY CLUB
COMMUNITY ASSOCIATION, INC.
ASSESSMENT COLLECTION POLICY**

The following guidelines shall be implemented and followed for collection of all funds due the Association with the exception of payment agreements established through the Association's legal counsel.

1. Membership, Maintenance and Monthly assessments as defined in Section 8.4 of the Amended and Restated Declaration for Heritage Harbor shall be billed and collected on a monthly basis and are due on the first of each month. Assessments will be considered delinquent if not received by the 30th of the month for the month that is due. Special Assessments for Capital Improvements under Section 8.5 of the Declaration and Individual Assessments and use fees shall be billed and collected as determined by the Board when assessed and shall incur late fees and collection charges as outlined below.
2. No earlier than 15 days following the due date, or as shortly thereafter as possible, the Association will send a reminder letter that said assessments are delinquent, however no interest will be charged.
3. If the assessment is not paid in full within 15 days after the reminder letter, the account will be turned over to the Association's attorney for collection.
4. The Attorney will then mail a forty five (45) day demand letter to the delinquent owner setting forth all assessments that are past due, plus attorney fees, costs, and interest. The demand letter shall state that unless all assessments, plus interest, costs, and attorney fees are paid within forty five (45) days, the Association will impress a lien upon the lot. Per the Declaration, interest shall accrue from the due date at the highest rate allowed by law. The attorney will also e-mail a copy of said letter to the Association Manager.
5. If the balance is not paid in full within forty five (45) days, the attorney will prepare and file a lien against the lot. The copy of the lien and a letter setting forth the sums due to satisfy the lien shall be mailed to the delinquent owner. The owner shall be notified that unless the indebtedness is paid in full, including interest, costs, and attorney fees, within forty five (45) days, the Association may foreclose the lien. The Attorney will also e-mail a copy of said letter and lien to the Association Manager.
6. If the claim of lien is not satisfied in full within the forty five (45) days after the lien is sent to the homeowner, then the attorney will submit an e-mail to the Association Manager requesting that the Board consider foreclosing the lien. . If the Board votes to foreclose the lien, the Association Manager will relay that authorization to the Attorney via e-mail.

7. As funds are received from the delinquent owner, funds shall be applied to the owner's account in the following order: (1) interest, (2) administration late fees, (3) attorney's fees and related costs and (5) the delinquent assessment.

Date Adopted: **February 24, 2009**




President, Heritage Harbor Community Association, Inc.