

# LAKELINE OAKS OWNERS ASSOCIATION

## Quarterly Assessment Collection Procedures

Effective January 1, 2002

Quarterly assessments of \$30.00 are due by the first (1st) day of each quarter and will be late as of the tenth (10th) day of the calendar quarter. If assessments are not received by the tenth (10th) day of the calendar quarter, a late charge of **\$10.00 per month** shall be imposed to compensate for the Association's administrative and processing costs of late payments.

**Please Note:** *Payment coupons are issued to all residents of record approximately mid-December each year. Residents who do not receive their coupons are responsible for contacting the management company prior to the first quarter's due date to request a replacement set.*

### **30 Days Delinquent**

The Accounts Receivable Department shall send a statement to the homeowner for the delinquent assessment, which will include a late fee.

### **60 Days Delinquent**

The Collection Department shall send the "First Notice Letter" and statement of account notifying the homeowner of collection costs, legal fees and potential legal action if the account is not current within 30 days.

### **90 Days Delinquent**

The Collection Department shall send a "Final Notice Letter" and statement of account notifying the homeowner that their account will be referred to the Association's attorney whereby a Notice of Lien will be initiated should the account not be "current" within thirty (30) days of receipt of the notice. The homeowner will be notified of the collection costs, legal fees and potential legal action if the account is not current within thirty (30) days.

### **100 Days Delinquent**

The Collection Department will place a "courtesy call" to the homeowner (if a home telephone number is available) in an attempt to resolve the delinquent account before referral to the Association's attorney. The matter shall be presented the Board of Directors for approval to forward the delinquent account to the Association's attorney for lien processing and potential filing of a suit for foreclosure.

### **120 Days Delinquent**

If the assessments have not been paid in full, or the homeowner has not made payment arrangements with the Collection Department, the delinquent account will be referred to the Association's attorney whereby a Notice of Lien will be filed against the property. The homeowner's account will be assessed a flat non-negotiable legal fee amount of not less than \$250.00 upon referral of the account to the Association's attorney. At the time the Notice of Lien is filed, the Association's attorney shall send a demand for payment asking for full payment within thirty (30) days of the receipt of the notice, otherwise a lawsuit for foreclosure will be initiated.

### **150 Days Delinquent**

If the homeowner's account has not been paid in full, or payment arrangements established, a Board Resolution will be drawn up by the Association's attorney and presented to the Board of Directors for approval to file a lawsuit for foreclosure. The homeowner will be responsible for additional legal fees incurred after the Association's attorney files the initial Notice of Lien.

**PAYMENT ARRANGEMENTS MAY BE REQUESTED BY CONTACTING THE COLLECTION DEPARTMENT OF Liddiard Management Company.**

*The Management Company at the direction of the Board of Directors and on behalf of the Association may elect to pursue any available method of collection allowable under the Texas law, which may include but not be limited to the filing of a lawsuit for foreclosure against the homeowner.*