

## **SANDS ONE HOA ASSESSMENT POLICY (revised May 2010)**

Current monthly assessment installments are determined by the adopted annual budget and are required to pay for all anticipated operating expenses. This is ample reason for the Sands One HOA to use all available collection alternatives including but not limited to the use of a collection agency.

Monthly assessment installments are due on the 1st day of each month and, after a 14 day grace period, become delinquent on the 16<sup>th</sup> day of that month.

For the month that a monthly assessment installment is delinquent a one time HOA late penalty fee of Twenty Five dollars (\$25) will be added to that delinquent monthly assessment installment.

Unpaid assessment arrears equal the sum of accrued HOA late penalty fees and the sum of unpaid assessment installments and the sum of costs incurred in collection. Any payment toward unpaid assessment arrears shall be first applied to the accrued HOA late penalty fees; then to any costs incurred in collection; and finally to the principle balance of the current assessment arrears.

**If on the 16<sup>th</sup> day of the month the Homeowners unpaid assessment arrears are less than or equal to one monthly assessment installment plus one HOA late penalty fee then:**

Notification is to be sent to the Homeowner by regular mail stating the unpaid assessment arrears that are due. In addition, a copy of the SANDS ONE HOA ASSESSEMENT POLICY is to be included.

**If on the 16<sup>th</sup> day of the month the Homeowners unpaid assessment arrears are greater than one monthly assessment installment plus one HOA late penalty fee then:**

Notification is to be sent to the Homeowner by certified mail or registered mail with a return receipt requested stating that if payment of the unpaid assessment arrears is not received within the time period as provided by law then the Sands One may begin the process of filing a claim of lien with the Clerk of the Circuit Court. In addition, a copy of the SANDS ONE HOA ASSESSEMENT POLICY is to be included.

### **When the claim of lien has been filed:**

Notification is to be sent to the Homeowner by certified mail or registered mail with a return receipt requested stating that if the claim of lien is not satisfied within the time period as provided by law then the Sands One may begin the process of foreclosure.  
**The notice should include a copy of the claim of lien and a statement of the interest and costs secured by the lien.**

### **Please Note:**

The claim of lien includes all of the unpaid assessment arrears, accrued interest, attorney's fees, and all additional assessments and associated costs, which may come due during the enforcement proceedings and may, in addition, include accelerated assessment installments. Interest accrues at the rate of 1% per month.

The Sands One By-Laws provides for the Board of Directors, at their discretion, to accelerate the assessment installments. By accelerating the assessment installments the sum due includes the amounts due for the remainder of the budget year in which the claim of lien is filed. The accelerated assessment installments become due and payable on the date the claim of lien is filed.