

EAST LAKE WOODLANDS COMMUNITY ASSOCIATION, INC.
COLLECTION POLICY

The following guidelines shall be implemented and followed for collection of all funds due the Association effective April 1, 2019:

1. All Assessments shall be billed and collected on a monthly or quarterly basis pursuant to the individual sub-association documents, and are due either on the first of each month or the first of each quarter, respectively. Assessments will be considered delinquent if not received by the 15th day of the month when due.
2. On the 15th day of the month, or as shortly thereafter as possible, the management company will send a statement that said assessments are delinquent. A twenty-five dollar (\$25.00) late payment fee, or 5% of the delinquent assessment amount, whichever is greater, will be added to the amount due.
3. If the assessment and late fees are not received, on the 15th day of the second month, or as shortly thereafter as possible, the Management Company will send a late letter requesting payment within ten (10) days, and the statement will include accrued interest at the rate of 17% per annum. A second twenty-five dollar (\$25.00) late fee, or 5% of the delinquent assessment amount, whichever is greater, will be added for those accounts that are due and payable monthly.
4. If the assessment, late fees and interest are not received, on the 15th day of the third month, or as shortly thereafter as possible, the statement will be updated to include accrued interest at the rate of 17% per annum. A third twenty-five dollar (\$25.00) late fee, or 5% of the delinquent assessment amount, whichever is greater, will be added for those accounts that are due and payable monthly. A 45 day Intent to Lien Notice will be mailed by the Management Company and the Owner's account will be charged a fee of \$35.00 for the pre-lien letter.
5. If the funds are not received within the 45 days, the account will be sent to the Attorney and the Association shall proceed with the recording of a Claim of Lien on the home. An additional twenty-five dollar (\$25.00) late fee, or 5% of the delinquent assessment amount, whichever is greater, will be added for all accounts, whether due monthly or quarterly. Attorney's fees and recording costs will also be added to the statement.
6. The Attorney shall send the homeowner a 45-day Intent to Foreclose letter with a copy of the recorded Claim of Lien.
7. If the homeowner still does not bring the account balance current following the Claim of Lien and demand letter, the Attorney may file a foreclosure complaint with the Board of Director's approval. It is in the Board of Directors' discretion to accept a payment plan request from any homeowner.
8. The Association reserves the right to also file a deficiency judgment action against any owner for any assessments, attorneys' fees or costs due to the Association.
9. A parcel owner is jointly and severally liable with the previous owner for all unpaid assessments, costs, and fees that came due up to the time of transfer of title. This liability is without prejudice to any right the present parcel owner may have to recover any amounts paid by the present owner from the previous owner.
10. As funds are received from the delinquent owner, funds shall be applied to the owner's account in the following order: (1) interest (2) late fees, (3) fines, (4) attorney's fees and related costs, (5) any maintenance charges incurred, and (6) the delinquent assessment.

11. As a courtesy, the management company shall be permitted to remove only one (1) late fee from an owner's account. Said removal shall be documented in the owner's file. The management company will not be permitted to remove any other charges without Board approval.

ADOPTED BY THE BOARD OF DIRECTORS MARCH 26, 2019