

## **Collection Procedures for Annual Assessments**

(Approved by the Board January 12, 2011)

The following procedures will apply to the collection of annual and past due assessments of members of Three Canyons Ranch Homeowners Association.

1. The Board will establish the assessment rate and due date for payment of annual assessments at the April Board meeting.
2. The Treasurer will prepare and mail an invoice to each member via First Class Mail at least 45 days prior to the due date. The addresses used will be those on the most current Membership list, maintained by the Secretary.
3. A second notice will be sent by the Treasurer to each member who has not paid their assessment by the due date. The second notice will be sent via Certified Mail and a 10% late fee will be added to the assessment rate.
4. Once assessments are 30 days past due, the Treasurer will turn over a list of delinquent assessments to the President, who will consult with the Attorney concerning further action. The Attorney will check on the financial status of each delinquent member and will give these reports, and his recommendation, to the President.
5. The Board of Directors will receive a report of past due assessments from the Treasurer and financial status from the President at every Board meeting. The Board will review these reports and will consider adopting motions for legal action.
6. For all members where legal action is the decided course, the HOA's Attorney will send out a "demand for payment within 10 days notice".
7. After the 10 day period has passed, the Attorney will proceed with decided legal action (foreclosure or judgment proceedings).