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1. **Purpose** - To establish the procedure for Late or Non-Payment of Annual Assessment.
2. **Scope** - This procedure applies to situations when a lot owner is late paying their annual assessment or refuses to pay the assessment. The By-Laws state it is a required duty of the BOD to take action to collect delinquent assessments when assessments are not paid within (30) days after the due date or to bring an action at law against the owner. See Applicable References 4.2 and 4.3 below for duties, remedies, and enforcements
3. **Definitions** - Unless otherwise defined, the words, terms and phrases used herein shall have the same meanings as defined in the GMFHOA Declaration of Covenants, Conditions and Restrictions.
4. **Applicable References**
  - 4.1. GMFHOA Website, [www.gmfhoa.org](http://www.gmfhoa.org) (newsletters and calendar)
  - 4.2. GMFHOA Declaration of Covenants, Conditions and Restrictions (CCR); especially Article VI, Section 8 and Article XII, Section 1
  - 4.3. GMFHOA By-Laws; especially Article VII, Section 2.h
5. **Procedures**
  - 5.1. This procedure summarizes and paraphrases parts of the CCR and By-Laws, but does not replace the need to be familiar with the entire CCR and By-Laws regarding this subject.
  - 5.2. If an assessment is not paid by the due date, a written reminder will be sent to the owner
  - 5.3. If any assessment is not paid by 30 days after the due date, a written formal notice will be sent pointing out the assessment is delinquent and the HOA is now:
    - 5.3.1. Imposing a late fee of \$25.00
    - 5.3.2. Imposing interest from the due date until paid at 10% per annum
    - 5.3.3. Required to bring legal action against the lot owner if the assessment, late fee, and interest aren't paid immediately
  - 5.4. If payment is not made by 60 days after the due date, our lawyer should be contacted to begin legal action

**6. Administration** – President. Follow procedures and make support assignments as necessary.

**7. Administration** – Treasurer. Report payment status to the BOD as needed.

**8. Administration** – General.

8.1. At appropriate Board meetings, review the status of related actions.

8.2. The Board may revise this procedure whenever necessary.

8.3.. This procedure is established in accordance with the GMFHOA By-Laws, Article VII, Section 1.f.