

Brentwood Community Association, Inc

2022 DELINQUENCY PROCEDURES POLICY

- 3/1 Annual HOA Assessments Fee, currently \$250.00, due & payable.
- 4/1 **“REMINDER NOTICE”** is sent to homeowners requiring full payment. A \$25.00 late fee is added to the account at this time.
- 5/1 **“FINAL NOTICE”** is sent to homeowners requesting payment in full within 15 days, with 5 days permitted for mailing and processing. If payment is not received within the allotted 15 days, the account is turned over to the Association Attorney for immediate legal actions and filing suit, and a \$75.00 management company collections cost administrative fee will be added to the homeowner’s account.
- 5/20 **“ATTORNEY ACTION”** Delinquent account turned over to the Association’s attorney to begin pursuing collections at the owner’s expense (**see note below**).

HOMEOWNERS WILL BE RESPONSIBLE FOR ALL ATTORNEY FEES, COLLECTIONS FEES & COURT COSTS!

NOTE: Legal actions may result in the Association filing suit to seek a judgment, attachment of assets, garnishment of wages, a lien upon the property, and foreclosure. If the Association has to send the homeowner’s account to the attorney for collections: all of the association’s fees remaining for the fiscal year may be accelerated if provided for in your documents. The owner will be responsible to pay all HOA fees, late fees, court costs, attorney fees, the company collections cost, administrative fee, and all other fees/cost billed by the management company such as hourly billing for court appearances, as outlined in exhibit A of the management contract.

Authorized by the board of directors of **Brentwood, HOA**

John D. Alexander

Printed Name - Board President


Signature - Board President

January 26, 2022

Date