

Unpaid dues procedure:

(These procedures were approved unanimously by the Phase II Bolin Forest HOA Board of Directors on June 13, 2005.)

Dues notices go out around mid January, due 30 days after receipt.

- 1) After one month, send follow-up email as a friendly reminder of when the dues where due.
- 2) After two months, the Treasurer calls the delinquent homeowner to try to solicit payment or set up a payment plan.
- 3) After three months, the President calls the delinquent homeowner to try to solicit payment or set up a payment plan.
- 4) On April 1st, send a letter. Include notification that 8% annual interest will be charged.
- 5) On December 1st, send a certified letter. Include notification that a Claim of Lien will be filed at the end of 30 days.
- 6) Beginning of January, send a second certified letter stating that the Claim of Lien has been filed.

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