

Step	Annual Assessment Communications and Collection SOP (3/17/25)	Responsible (Primary/Assistant)	Target Completion	Response Deadline*	Additional Costs
1	Email Annual Assessment Invoice to all and mail to selected members**	Treasurer / Secretary	Jan. 31 starts in 2025	Mar. 1 starts in 2025	None (Actual Assessment Due Date)
2	Courtesy Reminder email and letters	Treasurer / Secretary	February 20	March 1	None
3	Mail and email LATE notice letters	Treasurer / Secretary	March 10	March 31 - Date of Delinquency	\$25 Late Fee starts in 2025
4	Mail Certified Notice of Late Assessment (NOLA) letters	Treasurer / Secretary	April 15	30 days	(\$425 x 18%) / 12 mo = \$6.37 per month
5	Email to attorney a DELINQUENT homeowner list with addresses, and copies of certified NOLA letters with respective ledger/invoices	Treasurer / Secretary	May 30	15 days	C&R Interest on Annual Assessment
6	Notice of Intent to Lien letter	Attorney	June 15	45 days	Attorney Fee + C&R Interest on Annual Assessment
7	Lien Recording Procedure	Attorney	August 15	45 days	Attorney Fees + C&R Interest on Annual Assessment
8	Notice of Intent to Foreclosure letter	Attorney	August 15	45 days	Attorney Fees + C&R Interest on Annual Assessment
9	Foreclosure Recommendation Sent to Association for Approval	Attorney	October 15	15 days	Attorney Fees + C&R Interest on Annual Assessment
10	Foreclosure Prepared and Filed	Attorney	November 15	(259 days after delinquent - March 31)	Attorney Fees + C&R Interest on Annual Assessment
* NOTES: The steps and timelines provided herein are used as a guide only. Deviations of these steps and timelines which conform to state laws shall not impair the Association's ability to collect from the delinquent owner.					
A waiver request for a late fee and/or interests can ONLY be approved by the HOA Board of Directors (BoD) - with at least a majority vote.					
** Mail via USPS to members not having or wanting e-mails and those with late payments last year. The latter also get a courtesy email.					