

# Homeowners Association Assessment Collection Policy

## 1. Introduction

This Assessment Collection Policy ("Policy") establishes procedures for the billing and collection of annual and special assessments, late charges, and other related fees for all members of the [Association Name] Homeowners Association ("HOA").

## 2. Billing of Assessments

1. The HOA will send assessment statements to all members at least thirty (30) days prior to the due date.
2. Regular assessments are due on the first day of each month unless otherwise noticed by the Board of Directors.
3. Special assessments will be billed and due as set forth in the resolution adopting the assessment.

## 3. Late Charges and Interest

- A late fee will be assessed if payment is not received within fifteen (15) days after the due date.
- Interest may accrue on the delinquent amount at the maximum rate permitted by law.

## 4. Application of Payments

1. Payments are applied in the following order: collection costs, late fees, interest, past due assessments, then current assessments.

## 5. Collection Procedures

1. If an account remains unpaid thirty (30) days after the due date, a notice of delinquency will be sent to the owner.
2. The Board of Directors may initiate further collection actions, which may include demand letters, payment plans, legal action, or lien filings as permitted by governing documents and applicable law.

## 6. Payment Plans

The Board may approve written payment plans for delinquent owners at its discretion, in accordance with applicable laws.

## 7. Costs of Collection

Owners are responsible for all reasonable costs of collection, including attorney fees, incurred by the HOA to recover any delinquent amounts.

## 8. Additional Provisions

- All correspondence regarding assessments should be sent to the current mailing address of the HOA.
- The Board reserves the right to amend this Policy as necessary, subject to applicable law.

Date Adopted: \_\_\_\_\_

Board President: \_\_\_\_\_