

*Martins Bluff Neighbors HOA Collection Policy May 2012 , revised May 2015,
revised November, 2017*

HOA fees are Martins Bluff Neighbors major source of income, so it is critical to pay on time. For that reason, MBN has adopted a strict but reasonable Collection Policy which includes these provisions:

1. **AMOUNTS PAYABLE TO THE HOA:** These include, but are not limited to, HOA fees, special assessments, rules enforcement fees, property transfer fees, repairs to the limited-common areas that are the homeowner's responsibility, legal fees, and other costs associated with collection of funds on behalf of the HOA.
2. **PAYMENT SCHEDULE:** The homeowner fee is payable by the first of the month. Fees not received or postmarked by the fifth of the month will be considered past due. Late fees are assessed after 15 days..
3. **LATE FEE, ISF, & INTEREST CHARGES:**
 - A late fee of \$25 shall be charged monthly on all delinquent balances.
 - A \$25 ISF (Insufficient Funds) charge will apply to any returned check.
 - Any balance older than 30 days will incur an interest charge of 1% per month until paid.
4. **ORDER OF CREDITING PAYMENTS:** Payments received shall be first applied to assessments owed, then to late charges, interest, or collection expenses. All payments will be applied to the oldest balance first. *Reducing the oldest balance first cuts down on the interest accruing on the older balance.*
5. **PROCESS FOR DELINQUENCY NOTIFICATION:** For all balances exceeding \$50 that are fifteen (15) days past due, the following notification process applies:
 - **FIRST NOTICE.** *First Notice of Past Due Charges* including detail of assessments, late fees, ISF charges, interest and other charges that apply will be sent by First Class Mail to an owner whose balance is fifteen (15) days past due.
 - **SECOND NOTICE.** *Second Notice of Past Due Charges* including detail of assessments, late fees, ISF charges, interest and other charges that apply will be sent by First Class Mail to an owner whose balance is forty-five (45) days past due.
 - **15-DAY DEMAND.** *15-Day Demand* for payment including detail of assessments, late fees, ISF charges, interest and other charges that apply will be sent by First Class Mail to an owner whose balance is seventy-five (75) days past due. This notice will recite intent to turn the matter over to an attorney for collection enforcement if full balance is not paid within 15 days. Attorney actions include but are not limited to filing a lien against the owner's property, a personal judgment against the owner and property foreclosure.
6. **LEGAL SERVICES.** If a delinquent account is referred to an attorney for collection, the owner shall be charged the HOA's reasonable attorney fees and related costs.
7. **OTHER CHARGES.** The HOA may charge the owner for:
 - Fees charged by Property Manager to collect funds payable to the HOA
 - Owner bankruptcy
 - Foreclosure action or deed in lieu of foreclosure
 - Notification, filing and satisfying liens
 - Enforcement of the HOA's rules, bylaws, declaration or policies
 - Costs of litigation
 - Repairs to the HOA's common areas that result from the acts of the owners, their tenants, or guests
8. **FINES**
 - Fines for any enforcement of HOA rules, bylaws, declaration or policies will be assessed after 15 days of notice at \$100 for the infraction and \$10/day until compliance.