



Brookgreen Forest Homeowners Association, Inc. Assessment Delinquency Policy

Brookgreen Forest Homeowners Association assessments are due on January 1st annually.

In accordance with the Associations CCRs, the following steps, in order, will be taken for all delinquent accounts:

- 1) A late fee of \$15.00 will be added on February 1st, and the first of each successive month that the account is delinquent.
- 2) On February 1st, a first notice letter will be sent to the delinquent homeowner stating the amount past due with all additional fees.
- 3) On March 1st, a final notice letter will be sent to the delinquent homeowner stating the amount past due with all additional fees. This letter will have an allowance of 14 days to bring the account current before additional action is taken.
- 4) On March 15th, the delinquent homeowner's account will be sent to the Association's attorney for collection. The delinquent homeowner is responsible for all costs associated with the collection of past due assessments and fees.
 - At any time prior to being turned over to an attorney, the homeowner may work with the property management company to put a payment plan in place. Homeowners are expected to fulfill any commitments made in the payment plan. This is generally a one-time opportunity.
 - Once an account is turned over to an attorney, the property manager, property management company, and Board of Directors will be unable to enter into any dialogue with the homeowner regarding their account. The attorney will be the only contact for the homeowner regarding the matter.
- 5) The Association's attorney will send a demand letter to the delinquent homeowner stating the amount past due with all additional fees. This letter will have an allowance of 14 days to respond before additional action is taken.
 - All checks must be sent to the attorney; not the property management company or the Board of Directors. Payment will only be considered received when it is at the attorney's office.
- 6) If the delinquent homeowner does not respond, or responds negatively, a lien will be placed on the property. All liens are subject to credit reporting. A letter demanding payment including attorney fees is sent to the homeowner with a copy of the lien. The grace period for payment is 30 days.
 - All checks must be sent to the attorney; not the property management company or the Board of Directors. Payment will only be considered received when it is at the attorney's office. The account is not considered current until all fees are paid to the attorney at which time the lien will be cancelled and the file closed.
- 7) After this 30 day grace period expires, the Board of Directors may vote to proceed with the foreclosure process.
 - The homeowner is responsible for all expenses related to foreclosure.
 - Once the foreclosure process has begun, the home will be sold by the Association to recover money owed.