

Barclay Estates Neighborhood Association
Assessment Collection Policy

Approved at 8/21/14 Board of Directors Meeting

Action	Date of Action
1. Assessment Due Date	Annually on January 1st
2. Late Notice – warning letter	February 1 st of each year, warning of \$100 late fee if not paid by March 1 st
3. End of “Grace” Period	March 1 st of each year
4. Late Fee	\$100.00
5. Notice of Attorney Action (Soft Collection Letter)	April 1 st
6. Notice of Attorney Action (Hard Collection Letter)	May 1st
7. Send to Attorney for collections	June 1st

Late Fee Wavier Policy: If a delinquent owner pays their account in full after receiving a late fee on March 1st, the owner can request a waiver of the fine by putting their dispute in writing to the Board of Directors. The decision to waive the late fee of \$100.00 is solely up to the Board of Directors majority vote.

Assessment Collection Policy was approved by the Board of Directors on August 21, 2014. The minutes from the August 21, 2014 meeting reflect the approval.