

MERRIMAC HOMEOWNER'S ASSOCIATION
Collection Procedures
For
HOA DUES AND SPECIAL ASSESSMENTS
Effective January 1st, 2009

Dear Valued Owner,

As you are aware, Merrimac Homeowner's Association Inc., is a not-for-profit which runs on a limited budget. Prompt payment of dues and assessments is essential to the health of our Association.

In the unlikely event that your balance is not paid as billed, the following is the collection policy of Merrimac Homeowner's Association Inc. **We are extremely hopeful that it is never necessary to apply the policies contained herein to your account. To avoid "forgetting" to pay your dues, you are encouraged to sign up for automated payments with our professional management company.**

Pursuant to the Declaration of Covenants, Conditions and Restrictions of Merrimac, payments on your account may and will be applied to the oldest balance first. Please be sure to pay your entire balance in full by the due date to avoid unnecessary late fees and/or collection procedures.

15 Days Late: Application of Late Fee

At this time, a late fee in the amount of **\$50.00** will be assessed to any Owner for dues and/or assessment which is not **RECEIVED** in full within 15 days of its due date.

30 Days Late: Additional Invoicing

At this time, additional invoicing *including late fees* will be sent if any dues, assessments or late fees have not yet been received.

45 Days Late: Final Notice

At this time, any Owner who has not paid their balance in full, will receive a Final/Demand Notice allowing only 7 days for payment to be received in full.

52 Days Late – Legal Action and Loss of Privileges

At this time, any Owner who has not yet paid their balance in full will be subject to the following:

- Commencement of legal action to recover your unpaid balance - which will result in additional costs including but not limited to: attorney fees, court costs, filing fees and/or other costs associated with the Association's attempts to collect the HOA Dues, assessments and/or other fees. **TYPICALLY ABOUT \$400.**
- The recording of a lien against your property.
- A possible adverse effect on your credit rating.
- Suspension of pool, tennis, basketball and/or clubhouse privileges to all household residents and guests.
- Suspension of voting privileges.
- Prolonged non-payment of a judgment may result in the Merrimac Homeowner's Association foreclosing on its lien.

In the event that any of these collection measures are necessary, any privileges which are suspended will not be reinstated until full payment of all monies due (including monies due the HOA or any entity, agent, business or professional that was employed to assist with collection efforts on behalf of the HOA) have been received.