

Towne Station HOA Collection Policy

Adopted July 7th 2015

1. Towne Station HOA Assessments are **due and payable ANNUALLY on or before February 28th of each year** (or, in a Leap Year, on or before Feb 29th).

NOTE: An Assessment may be billed and due during the calendar year as well. For instance, a Homeowner may be billed for their Annual Assessment at a different time during the year (such as moving in or buying a home in the neighborhood during the calendar year), thus a Due Date may apply that is different than previously stated. In this case, the different Due Date will be reflected in the billing notice to the Homeowner. An Assessment may also be in the form of other items, including but not limited to: Special Assessment, Late Fee, Covenant Violation Fee, Legal Fee, Lien Fee, Lien Filing Fee, Rental Fee, etc.

2. If an Assessment remains unpaid **after the established Due Date, the Assessment will be deemed to be delinquent and a delinquency notice will be mailed to the last known mailing address of the Homeowner. Such accounts may be subject to a \$25 Monthly Late Fee.**
3. If an Assessment remains unpaid **after ninety (90) days** or more after the established Due Date, **a lien may be filed with no further notice required** and the account will be assessed the charge of a reasonable fee to cover the costs associated with processing the lien, filing the lien, as well as costs of collection, releasing the lien, etc. All charges will be added to the account.
4. If an Assessment remains unpaid after **one hundred eighty (180) days or more after the Due Date, legal action may be filed in a court of competent jurisdiction** for the collection of all sums due including, but not limited to, the delinquent assessment, lien charges, legal costs, and any and all other charges associated with the collection. All charges will be added to the account.
5. Hardship cases may be heard on a “case by case” basis, **if initiated by a Homeowner, and approved or disapproved by the HOA Board of Directors, in their sole discretion.**
6. Returned check charge of \$35 is applicable, regardless of the reason (including, but not limited to, insufficient funds, NSF, closed account, invalid account, stop payment, account not found, etc).
7. If a payment is rejected, stopped, returned, reversed, or charged-back by Homeowner’s bank or credit card issuer (whichever may be applicable), such payment will be considered to have never been received. As such, the account may be subject to Late Fees and any other fees and/or action(s) that may have occurred, as if the affected payment had not been paid.