



**Assessment, Fee, and other Debt Collection Procedure
approved by the TEW HOA Board, Updated June 22, 2010**

1. Invoices listing all items owed by the Homeowner to the TEW HOA will be mailed by the Treasurer to arrive at the billing address in the TEW HOA records by January 31. The open balance on the invoice must be paid by February 28th to be considered current.
2. If the open balance is not received by the Treasurer by March 10, then a late fee and interest start accruing retroactively from March 1 (or February 29 in the case of a leap year). The Treasurer will send a reminder letter no later than June 1 to notify Homeowner of the open past due amount.
3. If no response has been received from the Homeowner by June 15, then for Homeowners with unpaid balances of over \$380, the Treasurer will send a registered letter to the Homeowner by no later than July 1 stating the Homeowner has until July 31 to either pay the open past due balance or agree on a written payment plan approved by the TEW HOA Board to avoid having their account turned over to the attorney for further action including, but not limited to, placing a lien on the subject property.
4. If the Homeowner does not meet the conditions described above or fails to meet the conditions of an approved payment plan, then for Homeowners with unpaid balances of over \$380, the Treasurer will turn the matter over to the Association's lawyer by August 15 for further action including, but not limited to, placing a lien on the subject property.