

Recreation Club Dues Collection Policy

Collection Procedures Begin Once an Account is 60 Days Past Due

- **1st Notice:** Will be a **15-Day** Past Due Notice mailed to account holder with Lien Warning.
 - 1) Payment Plan Options Offered. This option stops further Late & Rebilling Fees & Finance Chgs.
 - a.) If a Payment Plan is **not** kept current the payment plan will become null and void and all *Late Fees, Finance Charges & Rebilling Fees* will be reinstated to the members account and the 'Collection Process' will continue at the point of which it was stopped with no further notice being given to the member.
 - b.) If member has failed to honor the terms of a previous Payment Plan Agreement and it has been less than one (1) year, the member will be ineligible for a new one.
- **2nd Notice:** Is a **15-Day** Past Due Notice mailed to account holder with 2nd & **Final** 'Lien Warning'.
 - 1) Final Payment Plan Options Offered. This option stops further Late & Rebilling Fees & Finance Chgs.
 - a.) See conditions as stated above in the: **1st Notice:** a.) b.)
 - 2) If there is **NO** response by the member (before the ending date of the 2nd notice) to take advantage of the offered Payment Plan or to Pay Their Account to Current that member will automatically have a "**Lien**" placed on their property.
 - 3) Next procedural step is "Small Claims Filing"
- **3rd Letter :** Final **10-Day** Demand to Collect on Past Due Acct./ Notice of Pending Small Claims Filing.
 - 1) A Lien has already been placed on the member's delinquent account.
 - 2) Only a Payment in the Full past due Amount including all lien fees will now be accepted.
 - 3) **NO** further payment plan options offered.



At this time, ALL past due balances, including the \$116.00 lien fee and all other applicable fees as indicated below are now due and payable in their full amounts. Payment of this full amount must be received in the Rim office no later than the ten (10) day deadline as indicated/dated in the Final 10-Day letter. Once payment is made the Board of Directors will file a "Lien Satisfaction".

However, should payment not be received in full, you are duly served notice by the Final 10-Day Demand letter that your account **Will** be filed in "**Small Claims Court**" without any further notice.

Fees Associated With Liens & Small Claims Procedures:

Fees are Subject to Change in Accordance with each Current Counties Fee Schedules

- **Lien Filing & Removal Fee: **\$116.00****
Fees instantly become due and payable the moment a Lien is placed on a member's property.
- **Processing/Court Costs: **\$53.00 to \$95.00**.** This amount varies depending on but not limited to; the delinquent past due amounts and varying county filing locations.
- **Servers Cost: **\$36.00**.** Amounts may vary depending on varying locations and/or Counties.
- **Other Charges:** Any and all additional collection expenses such as ***but not limited to***; attorney fees, garnishments, mileage, postage, court and other hearing costs that may be incurred by the Rim during the Collection process will be charged back to the members account and will become part of the members debt to be paid/reimbursed back in full to: *Timberline Rim Recreation Club.