

Board of Directors
Collections Resolution Ocean Dunes Homeowners Association, Inc.

WHEREAS the Board deems it to be in the best interests of the Association and its members to adopt a policy for the collection of late assessments, late interest, and/or late fees that is consistent with **the Declaration of Covenant, Conditions and Restrictions** for **Ocean Dunes Homeowners**, Association, Inc. and North Carolina State Statute 47F, also known as the North Carolina Planned Community Act;

BE IT RESOLVED:

I. **ASSESSMENTS:**

- A. Each homeowner will be billed assessments, in advance, in the amount of **\$varies** per: month
- B. Payment will be due on:
 - 1. Monthly;

II. **DELINQUENT ASSESSMENT CHARGES (Check All That Apply)**

- A. **Late Fee:** For each month that a HOMEOWNER is delinquent, homeowner will be charged a Late Fee of: **\$20.00**;
- B. **Late Interest:** For each month that a HOMEOWNER is delinquent, homeowner will be charged late interest in the amount of **18%**, per annum or **1.5%** per month;

III. **DELINQUENCY CONTROL PROCESS**

- A. For every elapsed thirty (30) day period for which an assessment is delinquent, a Delinquency Notice will be sent to Homeowner. The sequence of Delinquency Notices shall be as follows (check all that apply):
 - 1. Friendly Reminder Notice
 - 2. Fifteen (15) Day Demand Letter
- B. If the delinquent assessment amount remains UNPAID after the time for cure established in the fifteen (15) day demand letter has elapsed, the Board hereby authorizes Kuester Management Company to:
 - 1. turn the account over to an Attorney for the purpose of obtaining a lien against the subject property;
 - 2. Other: at 60 days past the filing of the lien, send notice to the Board of Balance due and Authorization to Foreclosure form

IV. **PAYMENT PLANS AND LATE FEE WAIVER REQUESTS**

- A. **Payment Plans:** Upon WRITTEN request by the Homeowner, the Board of Directors hereby authorizes Kuester Management Company to establish and monitor Payment Plans for homeowners, subject to homeowner payment of the Management Company's administrative fee. Payment Plans shall be administered upon the following terms:
 - 1. For delinquent accounts, the approved payment plans are:

A. 25% of the outstanding delinquent assessment amount owed to be paid immediately upon approval of payment plan, with the remainder due and payable in no more than 12 EQUAL monthly installment(s). This amount shall be paid IN ADDITION TO any assessments that come due during the payment plan period; or

2. Payment plan requests that offer better terms for the Association than those above-outlined shall be automatically approved.

3. All Payment Plan payments shall be payable via:

a. Automatic Bank Draft;

B. Late Fee Waivers: Upon WRITTEN request by the Homeowner, the Board of Directors hereby authorizes Kuester Management Company to grant to homeowner a waiver of late fees (check all that apply):

a) ONLY once *per year* as a courtesy to the homeowner;

b) Other: with approval of the Board

V. **This policy shall remain in full force and effect until such time as it is either changed or dissolved by the Board of Directors.**

This resolution was adopted by the Board of Directors on _____ and shall be effective on _____.



BOARD PRESIDENT