

Treetops Condos Homeowners Association Collection Policy

The Board of Directors of your Association has the obligation to oversee the collection of all Association regular dues and special assessments in a timely manner. Based upon the Association's Governing Documents, the Board of Directors has enacted the following policies and procedures concerning the collection of delinquent accounts. All collections costs incurred are charged to the account of the delinquent homeowner, and are subject to change.

Due Date for Regular Monthly Dues

Regular monthly dues are due on the first day of each month, and are considered late if the Management Company has not received payment by the 20th of the month. Checks should be made payable to Treetops Condos HOA and mailed to Treetops Condos HOA, c/o HOA Management Company, 3107-B S. Evans Street, Greenville, NC 27834. Please write the condo address number on the memo line so payment can be credited to the correct account. Correspondence and/or payment may also be made in person, Monday through Friday, from 9:00 am to 5:00 pm, or placed in HOA Management Company's after-hours drop box located to the right of the glass door at the front of the building or through the door.

Automatic Authorized Drafts

Automatic authorized drafts from the homeowner's bank account are available for the regular periodic payment of the monthly association dues. Homeowners may request a draft authorization form from the Management Company or may download the form from the Management Company's website, www.hoamgtcompany.com. Once the authorization form is completed and processed, the funds will be drafted from the homeowner's designated bank account on or after the 15th of each month. Homeowners wishing to stop the automatic draft must submit a request in writing to the Management Company.

Homeowner's Responsibilities and Courtesy Late Statements

The Management Company does not mail monthly invoices for dues. It is the homeowner's responsibility to pay the monthly dues no later than the 20th of each month without notice or demand. The Management Company mails late statements as a courtesy to homeowners whose accounts are delinquent on the 21st of each month. Please note that it is the homeowner's responsibility to pay account balances, including late fees, regardless of whether a late statement is received.

It is also the homeowner's responsibility to provide written notice to the Management Company of any changes in the billing address, changes in ownership of the property, and/or instructions to stop the draft.

Due Date for Special Assessments

Special Assessments that have been approved by the membership shall be due on a date specified by the Board of Directors in a notice imposing the assessment. (Due date: Minimum thirty [30] days after the assessment is imposed).

Payment Receipts

Homeowners can request a receipt from the Association by asking the Management Company.

Returned Bank Items

All returned bank items (checks, drafts, etc.) will be subject to a \$25.00 Returned Bank Item Fee. A late fee of \$20 will also be charged if payment in full is not received by the 20th of the month in which the bank item was returned.

Payment Plan Policy

Request by homeowners for payment plans to cure delinquencies will be considered by the Association on a case-by-case basis. There is no guarantee written or implied that a payment plan will be granted. The Association has sole discretion whether to approve a requested payment plan. The submission of a payment plan request to the Association does not delay collection proceedings, does not constitute a waiver by the Association of any default, and does not relieve the owner of the obligation to pay all dues, assessments, late fees, returned bank item fees, legal fees, collection costs, and interest when due. The homeowner must submit the request in writing, and not later than fifteen (15) days of receipt of the Pre-Lien demand letter. The homeowner should describe in the request any circumstances which the owner wishes the Association to consider. The homeowner should also attach to the proposed payment plan a check for the amount of the first payment as proposed in the payment plan. If the owner wishes to submit a payment plan request after the owner has been contacted by the Association's attorney regarding the delinquent account, the request for a payment plan with all attachments should be remitted by the owner directly to the attorney.

At 21 Days Past Due Date

A late fee of \$20.00 will be assessed. Monthly dues are due on the first day of each month. On the 21st day of each month, a late fee will be added to any homeowner's account that has an unpaid balance on the 21st.

At 90 Days Past Due Date

A pre-lien demand letter is sent via first class mail to all owners of record itemizing all amounts due. The pre-lien demand letter will be sent via first class mail to the address on record, unit address, and address on file with the Pitt County Tax Office.

The pre-lien demand letter is a demand for payment and offers the homeowner fifteen (15) days to pay the debt in full without incurring attorney's fees and costs associated with the collection of the debt. If the Management Company has not received payment in full for the debt within fifteen (15) days from the date of said letter, the account will be turned over to an attorney. A lien may be placed against the homeowner's property. The homeowner is responsible for all legal fees associated with filing a lien and/or collections.

At 6 Months Past Due Date

At six (6) months past due date, the Association may foreclose on the property. Water damage assessments are not to be included in these arrears unless the Board of Directors chooses to do so. Prior to commencement of foreclosure, The Board of Directors will approve the foreclosure in a Board Meeting and note the approval in the regular minutes of the Association to include either the address of the property or the homeowner or both.

Or the Board of Directors may turn the account over to the attorney for collections as per the attorney recommendations.

Revised: August 2015