

## **Stardust Hills Owners Association Dues Collection Policy**

The purpose of this policy is to enforce the Covenants, Rules, Restrictions, and Bylaws. This policy provides a strict guideline for the Board of Directors and Association office personnel to conduct collections fairly and consistently for all members regarding annual dues, fines, or any money owed to the Association by its Members.

### **Annual Dues:**

Under the Association Bylaws, Members must pay annual dues in full by April 1<sup>st</sup>. Members have a 10-day grace period to pay their dues. Starting April 11<sup>th</sup>, Members will be charged a late fee of \$2 per day up to a maximum of \$120. Members must pay all late fees, and neither the Board nor Association personnel may waive late fees.

Beginning January 1<sup>st</sup>, 2023, the Board of Directors must do the following:

- No later than January 31<sup>st</sup> of each year, mail every Member an Annual Statement listing any past due amounts and the annual due amount for the upcoming April 1<sup>st</sup> due date. The letter must also state that if the dues are not paid in full by April 1st, the Member will be declared “not in good standing” with the Association. A “not in good standing” declaration means the Member will lose access and privileges to Association common ground, lakes, clubhouse, pool, events, etc. Once the Member pays all past due amounts in full, the Member will be immediately placed back in ‘good’ standing.
- No later than April 5<sup>th</sup> of each year, mail a Past Due Statement explaining how late fees will be assessed beginning April 10<sup>th</sup> and a reminder that the Member is “not in good standing.”
- No later than June 15<sup>th</sup> of each year, mail a Final Demand Notice stating that the Member will have 30 days to pay all past due money owed to the Association, including any late assessments.
- Each year, at the August monthly meeting, Board may approve to forward the current year’s past due accounts (120 days) to the Association attorney for further collections. As outlined in the Association By-Laws, the Member must pay all attorney fees and reasonable collection costs. The Board of Directors is authorized to use any reasonable means to collect previous year(s) dues and related fines.

### **Payment Plan:**

The Board of Directors, with this policy, is also implementing a standardized payment plan for Members unable to pay the dues assessment in full by April 1<sup>st</sup> each year. Under the Bylaws, to be approved for the payment plan, the Member must request the payment plan by April 1<sup>st</sup> and make their first payment due at that time. The Member must continue making all payments on time as agreed. See Board of Directors Approved Payment Plan for Annual Dues for more details.

This Stardust Hills Collections Policy will be distributed to all Association Members in October 2022 with the January 2023 Statement mailing and be included with the Stardust Hills Owners Association Manual when updated.

**Agreed to and approved for implementation by the Board of Directors on October 3, 2022.**