

SHHOA Delinquency Dues Process 2023-2024

SHHOA will utilize the following delinquency processing schedule and fee structure
(Prevailing rates, subject to change):

<u>What</u>	<u>When²</u>	<u>Cost to Home Owner</u>
Step 1: Reminder Notice	60 Days after Statement Date	\$14
Step 2: Demand Letter ¹	90 Days	\$45
Step 3: Final Notice	120 Days	\$125
Step 4: Intent to Lien	150 Days	\$175
Step 5: Lien Filing	180 Days	\$275
Step 6: Standing Status*	210 Days	
Step 7: Intent to Foreclose**	Over \$1,000 owed	\$395
Step 8: Forward to 3 rd Party Collections	BOD Approval	\$150

Additional Notes:

¹Report account in arrears to Equifax monthly until resolved

²Payment overdue 60 days after Invoice Statement Date. Subsequent "When" is relative to overdue date

*All fees are charged to the association and subsequently assessed against the delinquent owner's account at the time of service, except the fee(s) on both Steps 1 and 6 are only charged to the association and not assessed to the individual owner's account.

Fees are inclusive of all processing, postage, and otherwise previously itemized reimbursable materials/labor costs.

Monthly positive and negative payment history credit bureau (Equifax) filing is included at no additional cost. Negative credit bureau filing only begins at Step 2 and beyond, when a homeowner is at least 60 days delinquent.

Payment plan administration is billed at \$25 per payment, charged to the association and reimbursed by the homeowner.

Bankruptcy proof of claim filing, when required, will be billed at \$125.

*Step 6 (Standing Status) represents balances that have not reached the \$1,000 threshold to progress to Step 7. While a delinquent owner is in a Standing Status, they will receive a \$4/mo. late statement.

Step 7 includes the Intent to Foreclose correspondence as well as a confidential Delinquency Analysis Package prepared by independent counsel to help determine

the viability of further collections efforts.

******Unless otherwise instructed by a Board of Directors, delinquent accounts after Step 7 will be converted back to a Standing Status pending final Board review.

Should a Board of Directors decide to pursue legal collections/foreclosure with a 3rd party collection agency, Goodwin & Company will charge a one-time \$150 account preparation fee to deliver all necessary information to that chosen firm. Additionally, there will be a \$25/month administrative fee charged to all delinquent accounts that are being actively worked by a 3rd party collection agency.