

**Running Deer Estates HOA  
Delinquent Account Collection Procedures**

The purpose of this procedure is to outline the steps that will be taken by the Board or its designee to collect amounts owed to the HOA which are past due.

- 1 Any annual homeowner assessment which remains unpaid after 30 days from being billed will be re-invoiced to the homeowner including interest charges at 12% per annum, with the words "Second Notice" written on the invoice.
- 2 Any annual homeowner assessment which remains unpaid 30 days after the second notice was sent will result in a letter being sent to the homeowner requesting immediate payment (sample letter attached).
- 3 Any annual assessment which remains unpaid 30 days after the collection letter was sent will be turned over to a board designated collection agency. Said agency shall use all available and necessary legal means to collect the full amount of assessment plus interest. The delinquent homeowners will be responsible for all costs of collection
- 4 If the assessment remains unpaid after the efforts described above, the Board will (at its discretion) file a lien against the property of the delinquent account.