

**ROCK CREEK PROPERTY OWNERS ASSOCIATION
ANNUAL DUES COLLECTION ACTIONS
APPROVED BY BOARD OF DIRECTORS JANUARY 19, 2012**

December 1st

Mail statements for annual dues to all members noting that:

- a. payment is due January 1st
- b. if payment is not received by March 1st:
 - \$45 late fee will be assessed
 - interest at 1.5% per month (18.3% APR) will begin accruing

February 1st

Mail reminder post cards to all members who have not yet paid their current year dues

March 2nd

Mail notices to members who have not paid their current year dues stating:

- a. \$45 late fee has been added to the amount owed
- b. interest at 1.5% per month (18.3% APR) began accruing March 1st
- c. if payment is not received by April 1st:
 - lien will be recorded on the property for the amount owed
 - \$50 lien placement fee will be added to the amount owed
 - \$30 lien release fee will be added to the amount owed
 - debt will be turned over to Association's counsel for collection actions, up to and including foreclosure, and member will be responsible for all legal costs incurred

April 2nd

1. Prepare and record liens on properties of members who have not yet paid their current year dues and add a \$50 lien placement fee and a \$30 lien release fee to amounts owed
2. Request Association's counsel initiate collection action, up to and including foreclosure, against members who have not paid their current year dues

NOTE: EXCEPTIONS TO THESE ACTIONS CAN ONLY BE MADE BY THE BOARD OF DIRECTORS