

Revision June, 2012

### SGCHA BILLING AND COLLECTION POLICY

- 1- Yearly Invoices will be mailed out by the 15<sup>th</sup> of February each year.
- 2- Payment due date is the 15 of March.
- 3- If payment in full is not received by the 1<sup>st</sup> of April the following action will take place;  
A- There will be a \$25.00 late fee and a 1%, per month interest fee that will be added to the balance owing, on the account.
- 4- Additional late fees of \$25.00 and Interest of 1 % per month on unpaid balance will again be added to the account on the 1<sup>st</sup> of August and again on the 1<sup>st</sup> of November, if account is not paid in full on these dates.
- 5- When any property account reaches \$250.00 in delinquent balance, it will be turned over to Olsen & Hoggan, PC Attorneys and a letter will be sent out to the property owner that the account must be paid in full. Then there will be an addition Attorney's fee added to the amount owing the SGCHA. This process will be initiated on all accounts that exceed \$250.00 and not paid in full by July 31<sup>st</sup>, 2012.
- 6- If the account is not paid in full 30 days after receiving the letter from the Attorney the property will be handled as follows, and one or more of the following actions will take place; 1- Liens place on the property; 2- A judgment made on the property by way of Small Claims Court. 3- The account turned over to a collection agency. 4- Water connection to property that is delinquent in paying their H O A fees, will be reviewed and an assessment made as to whether the water should be shut off. All additional fees required by these agencies will be added to the amount owing on the property account.

This document was approved by all S G C H A Board Member present at the Board Meeting held on June 9<sup>th</sup> 2012.