

**Old Chatham Cluster Association
Lampighter Way
Reston, Virginia**

POLICY: LATE PAYMENT OF DUES/ASSESSMENTS

LATE FEES: A maximum total of 10% of assessment amount due to be calculated as follows:

1. Late receipt within seven (7) calendar days following due date, 5% of assessment amount due to be charged as a late fee.
2. Receipt following the seventh calendar day after the due date, 10% of the assessment amount due to be charged as a late fee.

INTEREST: Interest of 1.5% to accrue on any unpaid balance due after 30 days delinquent.

Any and all amounts due that require collection will be subject to attorney's fees, court costs and all fees associated with any actions necessary in pursuit of collection.

PAST DUE STATEMENT: (Mail out on 30th of Month Due with Late Fee Applied per Above)

- a. Past due statements will be mailed to a homeowner with a balance after 15 days delinquent which includes late fees.

DELINQUENCY NOTICE: (Mail out after 30 days past due)

- a. Delinquency notices will be mailed to a homeowner with a balance after 30 days delinquent which includes late fees and interest.

15 DAY DEMAND LETTER: (Mail out after 60 days past due)

- a. "Must be sent to Homeowner before you send the "Account" to the Attorney (15DD – must be 6 months old or less and account still delinquent)

ATTORNEY/LAW OFFICE (LO) – (handles the following matters)

- a. Intent to Lien (30 day turn around)
- b. Lien on the Property (expires in 5 years; if paid in full must have lien released)
- c. Foreclosure – by Association (property goes to sheriff's sale)(Board must sign the authorization)
- d. Foreclosure – by Bank – (LO monitoring)
- e. Bankruptcy – (LO monitoring & advises on BK) – Association's only directly deal with CH 13(up to 5yrs) or CH 7(120 days). Bankruptcies can be dismissed or disregarded.

I acknowledge as a Board Member of **Old Chatham Cluster Association** that after a demand letter has been sent & expired and still in delinquency on the homeowner property, we as the Board are giving the approval for Clark Simson Miller to move forward with law office collections such as Intent to Lien/Filing Lien on property. CSM will notify us with a list of the names, properties and amounts due that have been sent to the Law office.

Regarding Foreclosures on a property, a Board must give, in writing, CSM the authorization to move forward with the Foreclosure.

President: 

Date: 8/18/19

Secretary: 

Date: 08/10/2019

Representative of CSM: _____

Date: _____