

Glenmore Community Association

1413 Sachem Place, Suite #2

Charlottesville, VA 22901

434-984-0700

Regulation 2019-01

Procedure for Collection of Late Assessments - revised 21 March 2019

1. Association fees are due on 1 March and 1 September of each year. Payments are delinquent if not paid by 31 March and 30 September respectively.
2. Initial Invoice for Assessment will be mailed to the owner of record at least 30 days prior to the Due Date, including notification of a late payment fee rate of 5% per the VA POAA, § 55-513.3. *Assessments; late fees*, and the Code of Virginia - Article 2. Collection by Treasurers, § 58.1-3915. *Penalty for failure to pay taxes by December 5*.
3. 35 days after the Due Date, if payment has not been received, a **Late Dues Letter #1** will be mailed to the owner of record, including the following:
 - a. Friendly in tone
 - b. Notifies that account is past due, though could be an oversight
 - c. Provides opportunity to challenge the dues if incorrectly assessed
 - d. Notifies the addition of a 5% late fee (5% of the delinquent amount) for the amount past due if not paid by day 60 (30 April and 31 October respectively).
4. 65 days after the Due Date, if payment has not been received, a **Late Dues Letter #2** will be mailed to the owner of record, including the following:
 - a. More formal in tone
 - b. Notifies that account is delinquent
 - c. Restates amount due including the 5% late fee for late payment of the amount due, and imposes the 5% late fee to their account
 - d. Notifies that if not received by 90 days after the Due Date, account will be turned over to attorney for collection, and attorney's costs and interest charges will be charged.
5. A telephone call will be attempted by Associa or the Treasurer to contact the property owner before the account is passed to the attorney.
6. 95 days after the Due Date, the **account details will be passed to the attorney** for collection including processing a lien on the property and judgment as well.
7. The attorney sends a **final 10-day notice of lien** and judgment proceedings, as required by law.
8. 11 days after final 10-day notice sent, the attorney **executes the lien** and continues with judgment process.

cc: GCA Treasurer
 GCA Secretary
 Associa Community Group