



July 23, 2018

### **DUES (ASSESSMENTS) COLLECTIONS PROCESS**

The following is the process that we use for the collection of annual dues/assessments in the Oak Valley Homeowners Association.

Around March of each year, a notice of annual dues is sent to your home via the United States Postal Service. This assessment is usually due in 30 days or around April 15<sup>th</sup>.

Approximately 30 days later, if your dues remain unpaid, we send a form letter entitled "Second Notice" to your home asking for the dues again.

About 30 days later still, if you are not paid, we send another form letter, entitled "Third Notice" to your home address.

Finally, in about another 30 days, we send a personal letter to you stating that your dues remain unpaid and, if they are not paid by a certain date, the Board will seek legal action to collect this money.

This legal action will be to place a lien on your property. You are now responsible for the dues and the lien fees. Lien application and removal fees are currently \$95.50.

If the lien is unsuccessful in collecting the dues, the Board will seek to foreclose on the lien under the Forcible Entry and Detainer Act, which allows us to rent your home until the debt is satisfied.