

Procedure for Collecting Past Due Assessments

Amended and Effective February 11, 2010

This addendum replaces Section 1.3.1 of the current Summerlakes Bylaws, and is effective as of February 11, 2010.

1.3.1 Fines and Penalties Procedure:

- a) A 60 day written notice shall be sent, via first class mail, to the Homeowner, requesting a response and plan of corrective action to the Property Manager within 15 days from the date of the written notice.
- b) If no response to the written notice is received within 15 days, the account will be turned over to our attorney for collection. The Homeowner will then also be responsible for all additional legal fees that may be incurred. Once unpaid assessments on properties are forwarded to the attorney for enforcement, the following steps will be taken:
 - c) To ensure all correct parties are served, a tract search is done by a Title Company (this cost is usually about \$75.00).
 - d) Once all of the owners are identified, they will be served with a notice that gives them 30 days to bring their account current. This notice will be served via certified mail.
 - e) If payment is not received within 30 days, an action to evict the owner is filed.
 - f) Once a judgment is made, the order of possession is stayed for 60 days, to give the owner time to pay.
 - g) If payment is not made within the stay period, the association can have the owner evicted and take possession of the property.