

**SAND LAKE POINT HOMEOWNER'S ASSOCIATION, INC.**  
**COLLECTION PROCEDURES**

**Assessment Frequency: Annual**  
**Interest Rate: 18%**  
**Interest Assessed: 30th Day After Assessment Due Date**  
**Late Fees: No Late Fees Assessed**  
**Late Fee Assessed: N/A**

**The following collection procedures shall be instituted when payments are delinquent.**

**\*Reminder Notice:** Reminder Notice Issued on the 30 Days After Due Date (February 1st) for the month payment is due, giving the homeowner(s) 30 Days to pay the outstanding balance.

**\*Final Demand:** Upon expiration of Reminder Notice (March 1st), Final Demand aka Notice of Late Assessment. Expires 30 days from date of issuance.

**\*Interest:** If payment is not received within 30 days of the "Notice of Late Assessment", interest at an annual rate of 18% shall be assessed. This interest shall be charged monthly until balance is paid in full.

**\*Intent to Lien:** Issued by Management Company after expiration of Final Demand and subject to Board Approval (May Board Meeting). Expires 45 days from date of issuance.

**\*Account Sent to Collections Agency:** Upon expiration of Intent to Lien, accounts will be sent to Attorney or Collection Agency per Board Approval based on its Standard Operating Procedure with Attorney or Collection Agency. Attorney or Collection Agency will handle remaining steps for collection.

**\*Collection Placement Letter:** Attorney or Collection Agency will send Collection Placement Letter upon receipt of Account from Management Company.

**\*Claim of Lien:** Filed 31 days after mailing of Collection Placement Letter.

\*Estimated recording timeframe is 1 to 3 business days.

**\*Proactive Account Management Stage:** After recording the Lien, if payment is not received in full (or an executed Payment Plan is initiated), Attorney or Collection Agency will commence a period of active collection.

\*Estimated 90 days

**\*Foreclosure Authorization:** After the expiration of the Account Management Stage, Attorney or Collection Agency will review the file and send a Foreclosure Authorization Addendum to the Board to refer the file to its legal partner. After receiving the executed Foreclosure Authorization Addendum,

Attorney or Collection Agency will conduct a thorough review of the file and send an Intent to Foreclose (ITF) Letter

**\*Attorney Referral:** 45 days after the ITF is confirmed delivered, if payment is not received in full (or an executed Payment Plan is initiated) and the Association has paid the attorney cost deposit, Attorney or Collection Agency will perform a final review and refer the file to its legal partner to proceed with Foreclosure action.

**\*Payment Plans:** Payment Plans may be approved by the Board prior to referral to Attorney or Collection Agency. Interest/Late Fees will accrue during payment. Payment Plans established by Attorney or Collection Agency will require a 20% down payment and payment in full within one year.

**\*Attorney, Attorney or Collection Agency, Interest and/or Administration Fees** assessed to homeowner's account for these collection actions.

**\*Collection of Fine Amounts:** At Board of Directors' instruction, the Board accounts with FINES in excess of \$1000 for more than 30 days will be converted to a Special Assessment and direct such FINES to be collected by the Attorney.

Note: Homeowner payments shall be applied first to any interest accrued, then to any administrative late fee, then to any costs and reasonable attorney fees incurred in collection, and then to the delinquent assessment per Florida Statute.

Adopted by the Board of Directors of Sand Lake Point Homeowners Association, Inc. this 21st day of April, 2025.

A handwritten signature in black ink, consisting of a stylized first letter 'J' followed by a series of loops and a horizontal line extending to the right.

President/Board Member

### **Notes to Board on Collection Process Timeline:**

There will normally be a built-in delay before the collection actions noted in the collection policy are actually completed. For example, if the deadline for payment before late fee is the 15<sup>th</sup> of the month the download for deposits on the 15<sup>th</sup> will not be received until the 16<sup>th</sup> or 19<sup>th</sup> if there is a weekend. Normally the Accounting Manager will review the accounts, post charges and send late notices one to two days after the download is received. This usually provides a few days' grace period for payment to be received without incurring late fees.

In summary the timeframes in the Collection Policy represent the ideal situation and will almost always be longer in practical application. Therefore, owners normally have more opportunity to resolve their accounts for a longer period than would be indicated in the timeline of the Collection Policy.

### **Payment Plans**

If the association allows payment plans, they must provide payment plans for everyone. If they do not, there can be issues related to consistency and discrimination of certain owners. Payment plans also require special handling by the accounting department and require very close monitoring and tracking.

Leland charges a \$100.00 a monitoring fee on payment plans that exceed 3 months to cover the cost of added administration and monitoring of the plan. This cost is normally passed on to the owner. Should a payment plan exceed 12 months an additional \$100.00 will be charged to the owner for each year that plan is in existence.

If an association chooses to offer a payment plan it should stipulate that the Owner must also remain current on regularly scheduled assessments, and would be responsible for any late fees and/or interest and payment plan fee as well as the agreed payment of the past due amount. A payment plan, if accepted, should be for no longer than 12 months. A payment plan will hold off progression of the account to the next legal action if the Owner does not default on the plan. If the owner defaults on the plan, collection actions would be reinstated immediately.

Please keep in mind Leland provides owners the option of paying the entire amount via credit card.

The specific terms allowed by the board for Payment Plans will be listed on page 3 of this collection policy

### **Waivers**

Leland acknowledges the waivers of owner balance may be necessary to accommodate certain unforeseen payment issues. It is recommended that the board establish a uniform waiver policy which is offered to each owner equally and without consideration of personal factors. We would request that Leland be allowed to issue one-time waivers of interest and/or late fees per the terms listed on the subsequent page.

The specific terms allowed by the board for Payment Plans will be listed on page 3 of this collection policy

