

<b>Title</b>	<b>Hampton Place Homeowners Association- Collections Policy</b>	<b>History:</b> <i>Enacted 8.22.22; rev, 3/31/23: rev: 1/1/25; rev 5/15/25</i>	
<b>Version</b>	<b>2.1</b>	<b>Classification</b>	<b>Required</b>

1. All assessments, including HOA dues, are due on the date specified on the invoice notice from the Association and are considered late if not received within 15 days of the date specified.

2. After the late date, an administrative late charge of \$50.00 will be added for any late payment or on any balance of unpaid assessments. Subsequently, an administrative late charge of \$35.00 per month will be added to any account with a balance of unpaid assessments until the account is paid in full. (Subject to increase upon further notice). Homeowner Dues Assessment Invoices will be sent no later than 30 days before the due date. Monthly invoices will be sent to homeowners with balances no later than the 5<sup>th</sup> of each month.

3. The Association will apply any partial payments on unpaid assessments in the following order:

- A. Administrative late fees or enforcement assessments;
- B. Collection costs, attorney's fees, and paralegal fees the owners Association incurred in collecting the assessment; and, finally,
- C. Oldest principal amounts the owner owes for common expenses charged to the account.

4. Payments marked with notations contradicting the above order of application, as referenced in number four above, or disputing the amount owed, will not be applied to the account and will be returned to the titled owner and if the payment was electronic, the payment will be refunded.

5. Any unpaid assessment may result in collection action, including letters, liens, updated liens, suits for money judgment, and foreclosure. Once judgment is obtained,

the Association may proceed with post-judgment action, including bank attachment and wage garnishment. Any costs the Association incurs in the collection of unpaid assessments, including non-sufficient bank fees, attorney's fees, recording costs, title reports, and court costs, will be charged back to the account.

6. While a foreclosure case is pending, partial payments will not be applied to the account and will be returned to the titled owner and if the payment was electronic, the payment will be refunded, unless, through a formalized payment plan or Receiver.

7. If any owner (either by their conduct or by the conduct of any occupant) fails to perform any other act required by the Declaration, the Bylaws, or the Rules and Regulations, the Association, after giving proper notice and an opportunity to request a hearing, may levy an enforcement assessment, undertake such performance, or cure such violation. Any costs the Association incurs in taking such action will be charged back to the account.

8. If an owner is more than 30 days past due in the payment of any assessment, the Association may suspend privileges, including the right to vote, the use of the amenities, or the ability to apply for architectural approval