

## Bella Charca HOA – Dues Collection Schedule of Events

Date	Event	Instructions	Attachments	Contact Method	Acct. Mgmt.
<b>Dec 1</b>	(1010) Presidents Letter	<ul style="list-style-type: none"> <li>To dues paying members</li> <li>Ann Dues (+) Outstanding Balance</li> </ul>	<ul style="list-style-type: none"> <li>Dues Statement</li> <li>Auto Pay Instructions</li> </ul>	<ul style="list-style-type: none"> <li>Email <u>and</u></li> <li>USPS</li> </ul>	
<b>Jan 1</b>					Post Dues to A/R
<b>Jan 15</b>	(1015) Reminder Letter	To all dues paying members	<ul style="list-style-type: none"> <li>Auto pay Instructions</li> </ul>	<ul style="list-style-type: none"> <li>Email <u>or</u></li> <li>USPS</li> </ul>	USPS <u>only</u> if no email address
<b>Feb 1</b>	Post Late Fee + 18% Interest				\$25 Late Fee
<b>Feb 10</b>	(1020) Delinquent Notice	To members w/unpaid current year dues	<ul style="list-style-type: none"> <li>Account Statement</li> <li>Auto-pay Plan</li> <li>Fine &amp; Enforcement Policy</li> </ul>	<ul style="list-style-type: none"> <li>USPS</li> </ul>	
<b>Feb 25</b>	(1025) Collection Call	<ul style="list-style-type: none"> <li>To Members w/unpaid current year dues</li> <li>Phone Talking Points</li> <li>If no answer, leave Vmail &amp; Email <u>or</u> USPS</li> </ul>	<ul style="list-style-type: none"> <li>Dues &amp; Late Charges to Date</li> </ul>	<ul style="list-style-type: none"> <li>Telephone</li> </ul>	Log Call Contact
<b>Mar 1</b>	Post Late Fee+ 18% Interest				\$25 Late Fee
<b>Mar 10</b> (30-Days 3/1)	(1030) 60-Day Notice	To members with unpaid current year dues		<ul style="list-style-type: none"> <li>Email <u>or</u></li> <li>USPS</li> </ul>	
<b>Apr 1</b>	Post Late Fee+ 18% Interest				\$25 Late Fee
<b>Apr 10</b> (60-Days 4/1)	(1035) Collection Call	<ul style="list-style-type: none"> <li>To Members w/unpaid current year dues</li> <li>Phone Talking Points</li> <li>If no answer, leave Vmail &amp; Email <u>or</u> USPS</li> </ul>	<ul style="list-style-type: none"> <li>Dues &amp; Late Charges to Date</li> </ul>	<ul style="list-style-type: none"> <li>Telephone</li> </ul>	Log Call Contact
<b>Apr 25</b>	(1040) Attorney Request	Email Request Letter to Attorney	<ul style="list-style-type: none"> <li>Delinquent Members Stmts</li> <li>Copy of Prior Atty Letter Sample</li> </ul>	Email	Post Lien Fees Lien Cc to Mem
<b>May 1</b>	Post Late Fee+ 18% Interest				\$25 Late Fee
<b>May 25</b> (90-Days 5/1)	(1045) Lien Filing	<ul style="list-style-type: none"> <li>File Lien (Include Acct Balance + Fees + 18% Interest + Filing Fees + Legal Fees)</li> </ul>	N/A	N/A	Log Call Contact
<b>Jun 1</b> (120 Days)	Post Late Fee+ 18% Interest				\$25 Late Fee
<b>Jun 25</b>	(1050) Claim Filing	<ul style="list-style-type: none"> <li>File Claim with Court</li> <li>Acct Bal + Interest, Legal, Filing Fees (+) 18% interest &amp; \$100 Late Fee/Month</li> </ul>	<ul style="list-style-type: none"> <li>Delinquent Member Statements</li> <li>Sample of Prior Atty Letter</li> </ul>	Email	\$25 Late Fee
<b>Jul 1</b> (150-Days)	Post Late Fee+ 18% Interest				\$100 Late Fee
<b>Aug 1</b> (180-Days)	Post Late Fee+ 18% Interest				\$100 Late Fee
<b>Sep 1</b> (210-Days)	Post Late Fee+ 18% Interest				\$100 Late Fee
<b>Oct 1</b> (240-Days)	Post Late Fee+ 18% Interest				\$100 Late Fee
<b>Nov 1</b> (270-Days)	Post Late Fee+ 18% Interest				\$100 Late Fee
<b>Dec 1</b> (300-Days)	Update Lien	\$750 Fees + Interest + Lega + Filing Costs			\$100 Late Fee
	(1075) Settlement Memo (1076) Settlement Agree (1077) Default Notice	Prepare based on agreed amount and terms If in default, Prepare & send Default Notice	Account Statement & Agreement	USPS Cert RRR	Post Late Fees (+) Interest