

Annual Dues Collection Payment Options & Process

Payment Options

- One (1) Annual Payment Due January 1st.
- Two (2) Equal Payments Due January 1st and July 1st.

Process

The HOA dues payment(s) should be paid by January 1st regardless of which payment option you elect. Dues are considered late if not paid by January 31st and July 31st. Dues considered late, will be assessed a \$50.00 late fee.

It is important to note, that in order to take advantage of the split payment option, you must pay the first installment on time. If you are late, the equal payment option will no longer be a viable alternative and the total annual dues, along with the late fee, must be paid in full.

Past Due Payment Process

One Payment

- February 1st First warning - late notice along with \$50.00 late fee.
- March 1st Final warning
- April 1st Legal Action, including placement of a lien on the property.

Two Payments

- August 1st First warning - late notice along with \$50.00 late fee.
- September Final warning
- October Legal Action, including placement of a lien on the property.

Any interest, costs and attorney's fees associated with collection of late or unpaid association dues will become the responsibility of the delinquent property owner.

If you have any questions, please email the Brooke Meadows' Board at boardmembers@brookemeadowshoa.org