

## **CANTERWOOD DIVISION 12 STEP HOA LATE PAYMENT POLICY**

**REVISED April 24, 2019**

In accordance with Article V, Section 5.4 of the Canterwood Division 12 STEP Homeowners Association CC&R's, assessments are due on the 1st (first) of each month and are late following the 15th (fifteenth) of the month. Late fees and /or interest apply on the 16th (sixteenth) of the month. New homeowners will be provided an administrative grace period of two billing cycles and no more than 60 days before unpaid accounts will be considered past due.

Past due accounts will be assessed a non-payment fee of \$35 for each month that the assessment is not paid when due.

If a homeowner is late on the assessment payment, a First Notice letter will be sent to the homeowner (see attachment A) indicating that the homeowner is late on the assessment payment and indicating the amount due.

If the homeowner is late for a second month, a Second Notice letter will be sent to the homeowner (see attachment B) indicating that the homeowner is late on the assessment payment and indicating the amount due.

If after three (3) months the homeowner is still delinquent on the payment of the assessment, a Final Notice letter will be sent to the homeowner (see attachment C) stating again that the homeowner is late on the assessment payment and indicating that the association may take legal action to collect the monies due including filing a lien on the property, referral of the amount due to a collection agency and/or judicial foreclosure. The homeowner will be responsible for all costs associated with any and all legal action taken.

Attachment A

July 10, 2017

John Doe  
12 Foxglove Dr. NW  
Gig Harbor WA 98332

**FIRST NOTICE**

Re: Delinquent Payment of Canterwood Division 12 STEP HOA Monthly Assessment

Dear Mr. Doe:

According to our records, you are delinquent in the payment of the monthly assessment due the Canterwood Division 12 STEP HOA for the month of July XX, XXXX. The total due as of the date of this letter is \$XXX. This amount is broken down as follows:

Monthly Assessment	\$XX
Late Fee	\$XX
Total	\$XXX

In accordance with the HOA governing documents, any and all penalties, interest and fees incurred in the collection of this debt will be charged back to your account (including attorney and legal fees). Additionally, the HOA may take any and all other action as defined in the HOA governing documents. If you have already made this payment or believe this letter to be in error please contact our office to verify receipt. Also, you may contact Diamond Community Management if you have any extenuating circumstances which you believe should be considered by the Board of Directors. Otherwise, please remit payment in full immediately.

**All correspondence must be mailed to our local office. Payments should be mailed to:  
Diamond Community Management  
7512 Stanich Lane Suite No. 6  
Gig Harbor WA 98335**

This letter is an attempt to collect a debt, and any further information obtained will be used for that purpose.

Sincerely,

Diamond Community Management  
Agent for Canterwood Division 12 STEP HOA  
253-514-6638

Attachment B

July 10, 2017

John Doe  
12 Foxglove Dr. NW  
Gig Harbor WA 98332

**SECOND NOTICE**

Re: Delinquent Payment of Canterwood Division 12 STEP HOA Monthly Assessment

Dear Mr. Doe:

According to our records, you are delinquent in the payment of the monthly assessment due the Canterwood Division 12 STEP HOA for the months of XXXX and XXXX, XXXX. The total due as of the date of this letter is \$XXX. This amount is broken down as follows:

Monthly Assessment	\$XXX
Late Fee	\$XXX
Total	\$XXX

In accordance with the HOA governing documents, any and all penalties, interest and fees incurred in the collection of this debt will be charged back to your account (including attorney and legal fees). Additionally, the HOA may take any and all other action as defined in the HOA governing documents. If you have already made this payment or believe this letter to be in error please contact our office to verify receipt. Otherwise, please remit payment in full immediately.

**All correspondence must be mailed to our local office. Payments should be mailed to:  
Diamond Community Management  
7512 Stanich Lane Suite No. 6  
Gig Harbor WA 98335**

This letter is an attempt to collect a debt, and any further information obtained will be used for that purpose.

Sincerely,

Diamond Community Management  
Agent for Canterwood Division 12 STEP HOA  
253-514-6638

Attachment C

July 10, 2017

John Doe  
12 Foxglove Dr. NW  
Gig Harbor WA98332

**FINAL NOTICE**

Re: Delinquent Payment of Canterwood Division 12 STEP HOA Monthly Dues

Dear Mr. Doe,

Despite past notices we still have not received payment on your account, so please consider this your final notice. The Board of Directors has requested that your balance be paid in full immediately. If payment is not made within 15 days off the date of this letter, legal action may be taken, including a recorded lien on your property, referral to a collection agency and/or judicial foreclosure. The total due, as of the date of this letter is \$XXX. This amount is broken down as follows:

Monthly Assessment	\$XXX
Late Fees	\$XXX
Total	\$XXX

In accordance with the HOA governing documents, any and all penalties, interest and fees incurred in the collection of this debt will be charged back to your account (including attorney fees). Additionally, the HOA may take any and all other action as defined in the HOA governing documents. If you have already made this payment or believe this letter to be in error please contact our office to verify receipt. Otherwise, please remit payment in full immediately.

**All correspondence must be mailed to our local office. Payments should be mailed to:  
Diamond Community Management  
7512 Stanich Lane Suite No. 6  
Gig Harbor WA 98335**

This letter is an attempt to collect a debt, and any further information obtained will be used for that purpose.

Sincerely,

Diamond Community Management  
Agent for Canterwood Division 12 STEP HOA  
253-514-6638