

Annual Collection Policy

AVONDALE HOMEOWNERS' ASSOCIATION INC. ANNUAL DUES & SPECIAL ASSESSMENTS COLLECTION POLICY

Homeowners' dues (or special assessments, if necessary) are assessed by a majority vote of a quorum of homeowners present at the annual meeting. The annual meeting will be held the 2nd Tuesday in January each year unless changed by the Avondale Board of Directors. A notice stating the dues (and special assessment, if applicable) amount will be dated and sent to each homeowner by U.S. mail or email 10 days following the annual meeting. The notice will inform the homeowner of his/her responsibility to pay the amount due, the date due,¹ where to send the payment, and consequences for non-payment.

If payments are not postmarked by the date due, a \$25 late fee will be assessed, and 12% simple interest will accrue on the unpaid balance until the account is satisfied in full. If payments are not postmarked by the date due, the homeowner will be sent a second letter notifying him/her of the past due amount and advising the homeowner of the late fee and interest accruing on the unpaid balance. The second letter will also notify the homeowner that if the past due amount is not paid within 45 days of the date of the second letter, a notice that a lien has been placed on the property will be filed with the Leon County Clerk of the Court.²

If payment for the past due amount, including the late fee and interest, is not postmarked within 45 days of the date of the second letter, a notice that a lien is being placed on the property will be filed with the Leon County Clerk of the Court.³ A copy of the notice filed with the Leon County Clerk of the Court will be sent to the homeowner 10 days after filing of the notice with the Leon County Clerk of the Court.⁴ If a lien is placed on the property, the legal costs, filing fees, release fees, and other related costs and accrued interest will be assessed and must be paid before the lien is released.

A recap of the events that will occur under the collection policy is as follows:

- Annual meeting held to establish dues and special assessment (if any)
- Ten (10) days following the annual meeting, notice is sent to all homeowners via U.S. mail of the amount due for the current year.
- Thirty-one (31) days after the notice of the amount due is sent to homeowners, if payment is not received by the due date, a second letter is sent notifying

¹ Consistent with Article Eight (b) of the Covenants and Restrictions, the due date is 30 days after the notice is mailed to the homeowner (i.e., the "date of billing" as referred to in the Covenants and Restrictions).

² To ensure compliance with State law, the second letter will include the information prescribed in Section 720.3085(4)(a), Florida Statutes, and will be dated and mailed the same day. In addition, the letter will be sent in the manner prescribed by Section 720.3085(4)(b), Florida Statutes.

³ The notice will include the information required by Covenants and Restrictions Article Eight (c) and Section 720.3085(1)(a), Florida Statutes.

⁴ This is required by Article Eight (d) of the Covenants and Restrictions.

homeowner of the amount past due, late fee charged, and interest accruing on the unpaid balance, and that if the past due amount is not paid within 45 days of the date of the second letter a lien will be placed on the property.

- Forty-six (46) days after the second letter is sent, if payment for the full amount due has not been received, a notice that a lien is being placed on the property will be filed with the Leon County Clerk of the Court.
- Ten (10) days after a lien has been placed on the property, the homeowner will be provided a copy of the notice filed with the Leon County Clerk of the Court.