



# CROWN OAKS HOMEOWNERS ASSOCIATION

## HOA Assessment Collection Policy and Procedures



*Crown Oaks HOA's collection policy follows the guidelines of the North Carolina Planned Communities Act and the Fair Debt Collections Act.*

- Notices for the annual assessment (monthly dues) will be mailed to homeowners by the 1<sup>st</sup> of December. A copy of the annual budget will be included
- The monthly amount of the HOA assessment will be charged to your account on the 1<sup>st</sup> of every month.
- Payments must be received by the 15<sup>th</sup> of the month or a late fee of \$20 will be assessed each month until the account is current and paid in full. All payments will be applied first to fines, late fees, attorney fees, and then to assessments.
- The **preferred method of payment** is by auto-draft through North State Bank's secured ACH processing, and can be set up to draft on or about the 1<sup>st</sup> or the 15<sup>th</sup> of the month. The form to enroll is posted at [www.crownoaks.org](http://www.crownoaks.org).
- Payments can also be made by check or money order, sent **by First-Class Mail**, in time to reach us by the 15<sup>th</sup> of the month. Checks should be made payable to **Crown Oaks HOA**, and mailed to **Lemmon Tree Management, PO Box 17565, Raleigh, NC 27619**.  
The HOA cannot accept cash or credit cards and will not accept payments via Certified Mail.
- Should an auto-draft payment be rejected or a check returned for NSF (non-sufficient funds), stop-payment, or closed account, a charge of \$25 will be assessed in addition to any late fee.
- If a payment is not received within 30 days the owner will be contacted via email or late notice via mail. A second notice will be sent if an owner becomes more than 60 days delinquent.
- If an owner is more than 75 days delinquent the HOA may send a legal demand letter, and the right to use amenities and voting privileges may be suspended.
- If the HOA sends the demand and does not receive a response or payment in full within 15-days from the date of the letter, the account may then be referred to the law firm, Hatch, Little, & Bunn, for collection.
  - Attorney referral will result in significant legal fees, and possibly a lien against the property, and ultimately foreclosure if payment arrangements are not made.
  - Payment plans should be structured to bring the account current within 6 months, including all assessments, late fees, attorney fees, etc.

Review and Revised 11/2019  
Crown Oaks HOA Board of Directors  
Resolution # \_\_\_\_