

Huntington Estates Bath and Tennis
Dues Enforcement Measures
Approved January 2022

This policy is subject to change at the Discretion of the HEBT Board

November Board meeting	Dues levels for following year are decided and voted on. Published on website behind a member login page.
January Board meeting	Budget is voted on and approved
January 21st	Invoices are automatically generated in the Wild Apricot system
January 21st	Renewal email automatically goes out to all emailed contacts with an invoice
Last day of January	Invoices are mailed to all residents who have requested a paper invoice
February 1st	Renewal email automatically goes out to all emailed contacts with an open invoice
March 1st	Renewal Reminder email automatically goes out to all emailed contacts with an open invoice

March 1st	<p>Payment is due</p> <p>Renewal Reminder email automatically goes out to all emailed contacts with an open invoice.</p>
March 16th	<p>Renewal Reminder email automatically goes out to all emailed contacts with an open invoice.</p>
March 31st	<p>Renewal Reminder email automatically goes out to all emailed contacts with an open invoice noting a 9% interest rate on the HOA fee only plus the cost of mailing. <i>By-Law requirement</i></p> <p><u>First Letter</u> sent to unpaid residents (with 9% interest + costs of mailing) via USPS. <i>By-Law requirement</i></p>
May 1st	<p><u>Second Letter</u> sent to unpaid residents (with 9% interest + costs of mailing) via mail and email when possible.</p> <p><i>By-Law requirement</i></p>
July 1st	<p><u>Final Letter</u> sent to unpaid residents (with 9% interest + a \$150 late fee will be charged) via certified mail and email when possible. Total in late fees is 9% interest + \$150.</p>

August 1st	<u>Collections</u> Homeowners with unpaid assessment balances will be submitted to HEBTs Attorney for collection that will include the attorneys' fees and costs plus the balance owed for the year including fees and interest.
Following Collection Attorney attempts	<u>Lien</u> Homeowners who have not paid the collection attorney for their yearly assessment will have a lien applied to their property and are responsible for all fees and costs associated with the collection of the past due assessments.