

# Dues Collection Process

For LAKE FOREST HOMEOWNERS ASSOCIATION, INC.

- 1) Notice of annual dues will be sent out in January of each year and should be paid by March 31<sup>st</sup>.
- 2) Reminder will be sent out March 1<sup>st</sup>.
- 3) If not paid by April 1<sup>st</sup>, the HOA will send out Past Due Demand Letters via certified mail.
  - a. Amount owed is paid in full; OR,
  - b. Homeowner enters an Alternative Payment Agreement
  - c. Either must be done by April 30<sup>th</sup>.
- 4) If Past Due Demand Letters from HOA do not resolve amount owed by April 30<sup>th</sup>, the account will be turned over to the attorney for collections.

Approved

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LFHOA Board

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Date