

Assessment Fee Collection Process

The following Assessment Fee Collection Policy was put into effect on Jan. 1, 2018 after a review by the POA Board with the input of Home-Land Management, to maintain cash flow and equality among residents in the timing of the Assessment due dates, and to discontinue withdrawing funds from a resident's personal account. All residents at the time received a letter, dated October 15, 2017, stating the changes to the Assessment Fee Collection Policy.

Below is the Assessment Fee Collection Policy that has been in effect since January 1, 2018:

- The Assessment Fee for the upcoming year will be posted in the Newsletter 3 months prior to the year it is due.
- The Assessment Fee Statement will be mailed, emailed to the Traditions residents on December 1 of the year prior to the year that it is due.
- Full payment of the Assessment Fee is due by January 1 of the year due.
- Unpaid Assessment fees, including partial payments, as of February 1 of the year due will incur a late fee of \$25.
- Lien processing for delinquent Assessment Fee accounts will begin on April 1 of the year due.
- Legal collection for delinquent Assessment Fee accounts begins at one year past due.
- All Legal fees will be attached to the delinquent Assessment Account to cover the Lien and Collection Process.
- Payment options include: mailing a check with statement remittance stub; Online with homeowner portal-echeck; Online with homeowner portal-Credit Card and drop off a check or money order at the HLM office location (secure payment box available 24/7)

We are confident that this process is beneficial to Traditions in allowing us to collect assessments timely and equally among all lot holders, to provide steady cash flow to maintain and enhance property values, improve the quality of life for the residents and their families and maintain the safety of homeowners.