

Valley Ranch HOA – Dues Collection Schedule of Events

Date	Event	Instructions	Attachments	Contact Method	Account Management
Dec 1	(1010) Presidents Letter	<ul style="list-style-type: none"> To dues paying members Ann Dues (+) Outstanding Balance 	<ul style="list-style-type: none"> Dues Statement Auto Pay Instructions 	<ul style="list-style-type: none"> Email <u>and</u> USPS 	
Jan 1					Post Dues to A/R
Jan 15	(1015) Reminder Letter	To all dues paying members	<ul style="list-style-type: none"> Auto pay Instructions 	<ul style="list-style-type: none"> Email <u>or</u> USPS 	USPS <u>only</u> if no email address
Feb 1 (30 days)	(1020) Delinquent Notice	To members w/unpaid current year dues	<ul style="list-style-type: none"> Account Statement Auto-pay Plan Fine & Enforcement Policy 	<ul style="list-style-type: none"> USPS 	Post \$25 Late Fee + Interest
Feb 25	(1025) Collection Call	<ul style="list-style-type: none"> To Members w/unpaid current year dues Phone Talking Points If no answer, leave Vmail & Email <u>or</u> USPS 	<ul style="list-style-type: none"> Dues & Late Charges to Date 	<ul style="list-style-type: none"> Telephone 	Log Call Contact
Mar 1 (60-Days)	(1030) 30-Day Notice	To members with unpaid current year dues		<ul style="list-style-type: none"> Email <u>or</u> USPS Cert RRR 	Post \$25 Late Fee + Interest
Apr 1 (90-Days)	(1035) Collection Call	<ul style="list-style-type: none"> To Members w/unpaid current year dues Phone Talking Points If no answer, leave Vmail & Email <u>or</u> USPS 	<ul style="list-style-type: none"> Dues & Late Charges to Date 	<ul style="list-style-type: none"> Telephone 	Log Call Contact Post \$25 Late Fee + Interest
May 1 (120-Days)	(1040) Attorney Demand	Email Request Letter to Attorney	<ul style="list-style-type: none"> Delinquent Members Stmts Copy of Prior Atty Letter Sample 	Email	Post \$25 Late Fee + Interest
Jun 1 (150-Days)	(1045) Lien Filing Memo (1046) Lien (1048) Notice of Lien	<ul style="list-style-type: none"> File Lien (Include Acct Balance + Fees + 18% Interest + Filing Fees + Legal Fees Notify Board of Lien Filings 	N/A	N/A	Post \$25 Late (+) Lien Fees (+) Interest
Jul 1 (180-Days)	(1050) File Court Claim	<ul style="list-style-type: none"> File Claim with Court Acct Bal + Interest, Legal, Filing Fees (+) 18% interest & \$100 Late Fee/Month 	<ul style="list-style-type: none"> Delinquent Member Statements Sample of Prior Atty Letter 	Email	Post \$25 Late (+) Court Fees (+) Interest
Jul 1 (180-Days)	Post To Account				\$100 Late Fee + interest
Aug 1 (210-Days)	Post To Account				\$100 Late Fee + interest
Sep 1 (240-Days)	Post To Account				\$100 Late Fee + interest
Oct 1 (270-Days)	Post To Account				\$100 Late Fee + interest
Nov 1 (300-Days)	Post To Account				\$100 Late Fee + interest
Dec 1 (330-Days)	Update Lien	\$750 Fees + Interest + Legal + Filing Costs			\$100 Late Fee + interest
	(1075) Settlement Memo (1076) Settlement Agree (1077) Default Notice	Prepare based on agreed amount and terms If in default, Prepare & send Default Notice	Account Statement & Agreement	USPS Cert RRR	Post late fees (+) interest