



BILLING AND COLLECTION PROCEDURES FOR HOMEOWNERS

1. Monthly dues assessments are due on the first day of each month. Dues are per your assessment schedule found in Exhibit "A". They may be more if you have exterior maintenance and can be adjusted from time to time. Account statements are not mailed unless you have an outstanding balance. If the payment is not received in our office before the 16th of each month during normal business hours, a late fee will be assessed. The late fee is \$15.00 and must be paid to bring the account up to date. If homeowner dues become delinquent, the Heddingham Athletic Club Community Association reserves the right suspend the homeowner's amenity privileges. Suspension of amenity privileges includes use of the pool, tennis, volleyball courts and the Athletic Club. You will lose all right to amenities, if not current!!!
2. You must select a method of paying your dues. You have the following options: a. annual payment, b. coupons (you must order the coupons) and c. ACH – direct debit through your bank. A form must be completed before this can occur. If your coupons do not arrive by the time your first dues payment is due, the payment is still due andl must be paid or face the \$15.00 late fee charge. The payments may be mailed to 2551 Southall Road, or dropped off at the HACHOA drop box located at the athletic center. Please make payments to Heddingham Athletic Club Homeowner's Association (HEDDINGHAM HOA) and include your lot number.
3. If a homeowner becomes delinquent, a lien is filed against the property. A notice of intent to file a lawsuit (a judgement) is mailed if the requirements in the collection procedures have not been met.
4. If payment is not received within five days of the date on the judgement notice, the judgment is filed.
5. Liens are not released until all fees are paid in full, which includes principal, late fees and administration fees.