

## Schedule of Billing Procedures

Collection Action *	Late Charge	Administrative Fee	Other Fees
1 <sup>st</sup> Notice: Courtesy Notice 30 Days Letter generated and mailed to owner with deadline to pay.	Per governing documents	\$20	N/A
2 <sup>nd</sup> Notice: Notice of intent to hand deliver 60 Days Letter generated and mailed to owner with deadline to pay.	Per governing documents	\$20	N/A
3 <sup>rd</sup> Notice: Notice to hand deliver 90 days Letter generated with deadline to pay and sent via FedEx deliver to resident.	Per governing documents	\$20	\$32 Courier Delivery charged to owner's account.
4 <sup>th</sup> Notice: Notice of Escalated Property Processing 120 days Letter generated and mailed to owner with deadline to pay. PACER search done looking for all listed owners of the property. All pending bankruptcies or active litigation involving owner researched for financial situation of owner and to determine if the property is at risk for foreclosure by another entity superior to HOA.	Per governing documents	\$20	\$70 Escalated Property Processing fee charged to owner's account.
Board Approval needed to send to attorney 209 Notice: 209 compliant notice generated. Balance forwards, if necessary, attached to billing statement. Statute of limitations removal completed prior to sending notice if applicable.	Per Property Code 209	\$20	\$60 Statutory Notice fee charged to owner's account.

<p>Sent to attorney Title search completed to confirm ownership and mailing address for property. 209 notice checked for accuracy. Tracking information and signature for 209 notice pulled and provided to attorney. Search for any existing liens against the property. Transaction history pulled and provided to attorney. Legal work order generated to provide attorney any pertinent information on the owners file. Correspondence reviewed for any contact with owner regarding payments, pending sales and refinances, or pending payment plan requests. Account coded to attorney so that attorney can access real time information on the CINC portal.</p>	<p>Per governing documents</p>	<p>\$20</p>	<p>\$70 fee to process file to third party debt collector. Owner is responsible for all attorneys' fees/court costs paid by and/or charged to the Association.</p>
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