

**Julington Creek Plantation Property Owners' Association, Inc.**  
Board Policy

**Subject:** Member Assessment Payment Procedure

Julington Creek Plantation ("JCP") is a deed-restricted community that is governed by the Julington Creek Plantation Property Owners' Association, Inc. ("POA"), whose affairs are overseen by a Board of Directors ("BOD"). The POA, through the BOD, employs a Property Manager ("PM") to manage the day-to-day affairs of the POA.

This policy establishes procedures regarding the billing and collection of Member assessments (including special assessments) managed by the POA Property Manager ("PM").

1. BOD shall strive to notify owners of the upcoming year's annual assessment by no later than November 15 of each calendar year. Assessments may be paid by either a single payment ("Single Payment Option"), or a payment plan ("Payment Plan Option") as further described below.
2. PM mails Payment Notices to Members at the address of record by no later than December 1, and sets forth:
  - Amount of assessment.
  - Single Payment Option:
    - Payment shall be due by January 1 of the assessment year.
    - Payment shall be deemed delinquent if not received by February 1 of the same year.
  - Payment Plan Option (see Section 3 below).
3. The assessment under the Payment Plan Option will be due in four equal payments due 1<sup>st</sup> of January, February, March and April, plus a \$5.00 fee for each payment made. Member must enroll for the Payment Plan Option by December 15. Payments are late if not received by the 5<sup>th</sup> day of the month due, and will accrue interest at the maximum rate allowed. The Plan will be offered each year, unless the BOD votes at the time the BOD sets the upcoming year's assessment to not offer the Plan option the upcoming year.
4. **Handling of Late Payments:**
  - **Single Payment Option:** If payment is not received by February 5, PM sends letter to Member by February 15 advising that if the assessment payment is not received by March 1 the Member's account **may** be sent to an attorney for collection, and Member will be responsible for all fees related to the attorney's collection efforts.
  - **Payment Plan Option:** If any monthly payment due is not received by the 5<sup>th</sup> day of the month due (for example, the January 1 payment is not received by January 5), PM

will send a letter to Member by the 15<sup>th</sup> day of that month advising that if the assessment payment due is not received by the 1<sup>st</sup> day of the following month, the Members account **may** be sent to an attorney for collection of the outstanding account balance, and Member will be responsible for all fees related to the attorneys collection efforts.

**5. Transfer of Delinquent Accounts to Attorney**

- **Single Payment Option:** If payment due is not paid by March 1, the PM shall – unless otherwise directed by the BOD - send the account to the attorney for collections by April 1.
- **Payment Plan Option:** If any monthly payment due is not paid by the date specified in the late payment notice letter to Member, the PM shall – unless otherwise directed by the BOD - send the account to the attorney for collection of the outstanding account balance by the 1st day of the month following said date. However, if Member pays the first three payments, but not the fourth payment, the unpaid amount of said fourth payment shall be added to the Members account (and accrue interest), and be billed to Member along with the next year’s assessment. Notwithstanding, a Member who accepts the Payment Plan Option shall not be allowed to miss the fourth payment in subsequent years.
- In the event a Member’s account (who is on a Payment Plan Option) becomes delinquent (i.e., the payment due is not paid by the below “Late Due Date”), and the Member is provided notice that the account may be sent to an attorney, the account may be sent to the attorney unless the Member pays the entire outstanding balance against the account within the time period specified by the PM

**6. The following chart depicts the provisions of preceding Sections 4 and 5:**

Plan	Payment #	Due Date	Late Date	Send Late Notice	Late Due Date	Send To Attorney
Single	1	Jan 1	Feb 1	Feb 15	Mar 1	Apr 1
P. Plan	1	Jan 1	Jan 5	Jan 15	Feb 1	Mar 1
“	2	Feb 1	Feb 5	Feb 15	Mar 1	Apr 1
“	3	Mar 1	Mar 5	Mar 15	Apr 1	May 1
“	4	Apr 1	Apr 5	Apr 15	May 1	Jun 1

**7. Miscellaneous:**

- Any failure by the PM or the BOD to send notices on the above schedule shall not extend time for payment, grace period or default.

- All referenced letters shall be sent via USPS First Class Mail.
  - All notices send to Members advising that their account may be sent to an attorney, shall include a rate sheet providing an estimation of the various fees that might be assessed against the Member if the account is referred to an attorney.
  - In the event any specified date falls on a weekend or holiday of the PM, the action will be performed the first following PM “work” day.
  - Any herein reference to “attorney” shall refer to the appointed POA attorney, unless the BOD appoints another party to perform such collection efforts.
  - Annual assessment notices to Members shall describe all acceptable payment methods.
8. The BOD shall have the right to make exceptions to any provision of this policy upon a majority vote of those Directors present at a duly called meeting of the BOD.

Adopted: 8/31/2016