

FINANCIAL COLLECTION POLICY

Assessments

Landfall Council of Associations (COA) assessments are invoiced on a semi-annual basis. The January assessment installment will be mailed on or before December 1st of the prior year and is due no later than January 1st. The July assessment installment will be mailed on or before June 1st and is due no later than July 1st. To ensure that payments are posted to the correct account, it is requested that the Landfall street address be written in the memo section of the check as that is the account number. When setting up online banking for payment, please note that your Landfall COA account number is the Landfall street address. It is the policy of the Landfall COA to post payments received to the oldest invoice on the account before posting to current invoices.

All accounts with a past due assessment balance over thirty (30) days delinquent will have a late fee applied of ten percent (10%) of the current semi-annual assessment amount. Upon the charging of a late fee, notice will be given to the property owner through a separate invoice. Interest will be added in accordance with the applicable Association Declaration or Bylaws. Partial assessment payments do not constitute a paid assessment. Each assessment that is partially unpaid over thirty (30) days beyond the due date is considered a late payment and is subject to the ten percent (10%) of the current semi-annual assessment amount.

Failure to pay assessments when due may result in a lien against the property. The Landfall COA will provide written notice of late assessments, late fees, interest and other charges in accordance with the appropriate governing documents through the Demand Letter. On the date the Demand Letter is mailed, the delinquent account will be charged an additional twenty five dollar (\$25) administrative fee and will be included in the current amount due. **Also on the date the Demand Letter is mailed all active barcodes, to include tenants and frequent visitors, will be deactivated until the delinquent account is brought current.** If Landfall vehicle barcodes are deactivated, a twenty five dollar (\$25) reactivation fee will be charged.

If a Demand Letter is issued, the property owner will be given fifteen (15) days from the date of the letter to bring the account current before the lien is filed against the property with the New Hanover County Clerk of Superior Court. Upon the filing of the lien with the New Hanover County Clerk's office, the delinquent account will be charged a two hundred dollar (\$200) lien filing fee. This account will continue to accrue interest charges until the outstanding balance is paid in full.

Any account that becomes two (2) semi-annual assessment installments delinquent is subject to further collection action to include the perfection of the existing liens. Should it become necessary to perfect an existing lien, attorney fees will become the responsibility of the delinquent property owner. The Landfall COA Board of Directors reserves the right to pursue further collection action as allowed by law.

Note: Payments to Landfall COA must be separate from payments made to any other Landfall homeowners' association.

Effective May 22, 2012