

Comanche Cliffs Home Owners Association Collection Policy/Procedures Summary

Approved by CCHOA Board of Directors on 12/8/09

Invoices for annual maintenance assessments and garbage fees will be mailed to members during December each year.

Maintenance assessments and garbage fees will be due February 1; however, the total amount due may be paid in two equal payments on February 1st and July 1st (Article V, Section 4-CCHOA Covenants).

If there are extenuating circumstances that prevent you from paying your assessments/fees, you have the option to request a payment plan from the board. The payment plan must be requested in writing to the board prior to the February 1 due date. If you default on the approved payment plan, the board reserves the right to proceed with legal action. Please note payment plans will not be granted routinely, you must have a valid reason for requesting such a plan.

The following process will be followed for assessments and fees that are late.

If you have not paid 1/2 of your maintenance assessment and garbage fee by February 1st, you are delinquent.

If payment is not received by March 1, you will be sent a past dues notice. Unpaid assessments shall bear interest from the date of delinquency at the rate of ten percent per annum (Article V, Section 8 (b) -CCHOA Covenants). At this time you no longer have the option to pay 1/2 of your maintenance assessment and garbage fees but must pay the full amount due within 30 days.

A 3rd and final notice will be sent on April 1. If payment is not received within 10 days, then, an Affidavit of Non-Payment of Maintenance Assessment will be filed at the Bandera County Courthouse. Additional fees will be assessed at this time; a \$50 fee to file the Affidavit will be added to your account.

As a last resort, the CCHOA may elect to bring an action at law against the Owner personally obligated to pay in order to enforce payment and/or foreclose the lien. (Article V, Section 8 (b) - CCHOA Covenants).