



CARLTON AT HAMILTON MILL HOMEOWNERS ASSOCIATION

C/O Montage Realty Group (MRG)
1005 Alderman Drive, Suite 201
Alpharetta, GA 30005

Collection Policy:

The Carlton at Hamilton Mill Homeowner Association ("Association") shall consistently pursue collection of past-due accounts as allowed and required by the Declaration of Covenants, Conditions, and Restrictions for The Homeowners' Association of Carlton at Hamilton Mill and within Georgia state laws and statutes.

References:

The following references relate to the application of this policy & procedure and are incorporated herein:

1. Article IV establishes the power of the Association to assess unit owners, the procedures for collections, penalties for late or unpaid assessments, the power to accelerate assessments, and provides that the association has a lien on the property for past-due assessments.
2. The Association has three types of assessments: General Assessments, Special Assessments and Specific Assessments.
3. General Assessments are due in accordance with the governing documents unless otherwise adopted by the board of directors. In addition, if late fees and interest are applicable per the governing documents those fees will be charged to the homeowner's account.

Procedures:

1. **Billing** – The association will mail out a statement or coupon approximately 30 days prior to the 1st monthly assessment. The assessment coupon/statement will have the amount due and a late fee if not paid by the 10th of each month.
2. **First Notice:** - If Payment is not received within 15 days of the due date, a "**Payment Reminder**" letter will be sent to the unit owner giving them 15 days to remit payment. Late fees and interest will be assessed to the account in accordance with the governing documents.
3. **Second Notice** - If payment is not received within 15 days of the first notice, a "**Notice of Unpaid Assessments**" letter will be sent to the unit owner giving the member an additional 15 days to bring the account current. The member will have the late fee and interest if applicable, and collection fee of up to \$100 charged to their account.

4. **Final Notice**- If payment is not received after 15 days of the second notice, a **"Final Notice of Unpaid Assessments"** letter will be mailed giving the member an additional 7 days from the date of the letter to bring the account current. The member will have the late fee and interest if applicable, and collection fee of up to \$100 charged to their account.
5. On 60th day from the original due date, if payment has not been received in full, the account is sent over to the association's attorney for further collection action.
6. The Attorney will send a Demand Letter to the unit owner giving 30 days to bring the account current or a lien will be filed against the property. **Please note that once account is turned over to the attorney for collections, all correspondence must be coordinated between the association's attorney and the member.**
7. If payment is not received, your Board of Directors will determine the next steps. This would include:
 - Lawsuit to collect debt
 - Collection Litigation
 - Collection of Judgement
 - Foreclosure

Payment Plans – If a unit owner has a hardship, the unit owner may request a payment plan. This request **must** be in writing. No telephonic requests will be honored. All requests must be reasonable in nature and should show that accounts be brought current within a year's time. No late fees, interest charges, collection fees or attorney fees will be waived as part of the payment plan unless approved by the Board of Directors.

Collection Attorney for Carlton at Hamilton Mill

Winter Capriola Zenner
Attorneys at Law
404.844.5700

* Please note that if a member calls or emails the attorney regarding their account (other than to submit a plan or pay-off the account) additional fees may be charged to their account as attorney fees.

Adopted and approved on 10th, day of Jan, 2024

Carlton at Hamilton Mill -Board of Directors

☐ Check here if Collection Policy was Adopted in Board Meeting Minutes

Wanda S. Buford
President's Signature
Julie
Secretary's Signature

Jan 10, 2024
Date
Jan 10, 2024
Date