

NORTHWOOD PARK ESTATES - LATE FEES and ASSESSMENT COLLECTION PROCESS

DAY	ACTIVITY	REASON	TIMING	EVENT	PURPOSE	FEES
a) INITIAL ACTION BY THE BOARD:						
01*	Assessment Due	No Payment	15 Days	Letter mailed to Property Owner stating balance due	Annual Assessment due January 1st of each year	No fee
15*	Reminder Notice	No Payment	15 Days	Letter mailed to Property Owner stating balance due	To encourage payment	\$15.00
30*	Demand Letter	No Payment	15 Days	Certified letter mailed to property owner stating lien will be placed	To prevent a lien	\$30.00
60	Refer to Collections	To resolve account	15 Days	Transfer to Collections	To collect balance	\$20.00 plus Collector's fee
90	Lien Filed	No Payment	15 Days	Prepare lien, record at County Recorders; Process serves lien to Property Owner	Notification of lien	\$145.00 plus Process Server fee
b) IF NO RESPONSE TO THE ABOVE (a) :						
80	Final Demand Letter	No Payment	15 Days	Letter mailed to Property Owner requesting response	Pay in full; make payment plan	\$55.00
120	Process Summons & Complaint	No Payment	45 Days	Filed in court	Pay in full; make payment plan	\$175.00 plus process server fee
135	Application for Default	No response; file for legal action	15 Days	Application Only	Filing a motion	\$93.75 plus \$15.00 Runner Fee
150	Affidavit/Default Judgement	No response, proceed with legal action	15 Days	Request made to courts	To obtain judgment	\$75.00 plus \$15.00 Runner Fee
165	Enforcement of Letter	No Payment	15 Days	Letter mailed to Property Owner advising of judgement	Notify Property Owner that judge granted default judgment	\$20.00

DAY	ACTIVITY	REASON	TIMING	EVENT	PURPOSE	FEES
180	Options Put in Place	No Payment	On-going	1-Garnishment of wages 2-Garnishment of Bank Accounts 3-Debtor's exam 4-Sheriff's sale	To collect money owed to the Association	\$150 Garnish wages; \$112.50 Garnish bank account; plus Debtor's Exam Fee; Attorney's Fees; Sheriff's Sale Fee
c) IF NO RESPONSE TO THE ABOVE (a) and (b):						
165	Pretrial/Mediation Hearing	Response filed by Property Owner	45-90 Days	Attend hearing	Settlement, monitor for compliance, default or trial if no agreement reached	\$105.00/hr. (based on time spent)
210	Judgment or payment agreement agreed to by both parties. If no resolution, judge grants judgement at trial	No resolution reached	45-90 Days	Attend trial	Present case	\$105.00/hr. (based on time spent)
225	Enforcement of Letter	No payment by Property Owner	15 Days	Letter asking for response	Notify Property Owner to pay judgment granted	\$18.75
180 or 225	Options	Property Owner filed to bring account current	On-going	1-Garnishment of wages 2-Garnishment of Bank Accounts 3-Debtor's exam 4-Sheriff's sale	Collect monies owned to the Association	\$150 Garnish wages; \$112.50 Garnish bank account; plus Debtor's Exam Fee; Attorney's Fees; Sheriff's Sale Fee

*Timeline is based on late date as established by CC&R's and in accordance with Arizona State Statutes.