



Subdivision Association

**P.O. Box 182402
Shelby Township, MI 48318-2402**

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Assessment / Dues Collection Policy for 2013

Adopted by the Association Board on January 23, 2013.

In Accordance with the Covenant for Maintenance Assessments of the Pinecrest Subdivision:

Payment of the Assessment / Dues, \$110.00, is due by March 31, 2013

A reminder/payment coupon will be sent to each lot's address. (The owner is not relieved of any responsibilities or fees if he/she does not receive the mailing.)

Any payments received after March 31, 2013 shall be assessed a \$40.00 late charge.

A delinquency letter will be sent, reminding the respective homeowner of his/her delinquent status, and request full payment plus the \$40.00 late charge. **(\$110.00 + 40.00 = \$150.00)**

This payment will be due immediately upon receipt of the late notice.

All payments should be in by the Homeowners Annual Meeting date in April. If a homeowner is having financial difficulties and is unable to pay the dues, please contact the Association as soon as possible to make arrangements on your account.

After April 30, the homeowner's file will be sent to the Association's attorney.

The attorney will send a lien warning letter requesting full payment of the delinquent Association dues, including all administration fees, attorney fees, recording fees, and fines (**approximate cost \$410.00**).

Full payment not received per the letter sent by the attorney will result in a lien being placed on the owner's lot. No further notices of delinquency will be sent. Any contact by the homeowner will be referred to the Association's attorney.

Upon having the lien filed and recorded, and upon the recommendation of the attorney, the Association will decide whether to initiate additional action on the delinquent homeowners.

Homeowners will be responsible for all charges assessed by the Association resulting from any legal proceedings including, but not limited to late charges, administrative fees, filing fees, all attorney costs and expenses per Article V of the Declaration of Covenants, Easements and Restrictions for Pinecrest Subdivision.