



Collections Timeline and Process

- Day 1 of current month Assessments are due.
- Day 6 of current month Late Fee (\$25.00) and Late Notice (\$15.00) sent to owner if not paid.
- Day 30 of current month Intent to Lien letter is sent for non-payment (\$20.00).
- Day 45 a Lien is filed at a cost of \$150 to the owner (if not paid).
- Day 60 the Pre-Attorney Letter is sent to owner (if not paid) \$25.00 plus postage for Certified Letter.
- Day 90 homeowner account is sent to Collections Attorney. (\$50.00)

*Note: All fees are paid by Tesoro and put on the homeowners account and collected when they pay. This timeline and process supplants any prior timelines or process in use.

Adopted: May 25, 2022