



SSR Homeowners Association
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Assessments Billing & Collections Process

- 1) July 1st – Assessment invoices sent.
- 2) August 1st – Assessments are due.
- 3) September 1st – Unpaid assessments become past-due and subject to past-due penalties. This creates a 1 month grace period – a member may pay dues after August 1st, when they were due, but before September 1st without penalty.
- 4) September 1st – First past due fee of \$10.00 per month is charged. Additional past-due fees of \$10/month will be charged on the first of each subsequent month when assessment + past due fees balance is greater than zero.
- 5) September 1st – First past due letter is sent by regular postal mail if assessments remain unpaid.
- 6) October 1st – Second past due letter is sent by regular postal mail if assessments remain unpaid.
- 7) November 1st – Third past due letter is sent by certified postal mail if assessments remain unpaid.
- 8) December 1st – Association may take legal action to collect unpaid amounts.

Notes

- 1) Accounts must be paid in full; there is no pro-rating.
- 2) Invoices are sent as a courtesy; assessments are due regardless of receipt of invoice.
- 3) Any amounts due to the association, including late fees, will be provided to escrow for collection through that process upon sale of the subject property.