

Imperial Golf Estates Homeowners Association, Inc.
Rules Governing the Collection for Delinquent Quarterly Assessments

February 2016

The Articles of Incorporation and the Declaration of Covenants, Conditions, and Restrictions of the Imperial Golf Estates Homeowners Association, Inc. give the Board of Directors the authority to levy and collect assessments for the upkeep, maintenance and repair of the common areas from all Lot Owners within the Estates and to collect same for payment of fees for cable television for all lots with residences that have certificates of occupancy. These same documents and F. S. 720 Homeowners' Associations authorize the Board of Directors to request an attorney initiate action to file a lien on a Lot Owner's property and to collect reasonable attorney fees for assessments not paid within 60 days of the initial mailed notice of delinquency.

This change to our existing Delinquent Assessment Collection Rule, dated Aug 11, 2007, is based on a change to Florida Statute 720, Homeowner's Associations, and added paragraph F.S. 720.3085, which became effective July 1, 2007. This new statute establishes uniform assessment collection provisions and procedures for all homeowners associations within the state. Questions about this process and procedures should be directed to the Property Manager's office at 239-596-7200.

IGEHOA Quarterly Maintenance Assessment - Due Dates:

1st Quarter Payment due Jan 1
2nd Quarter Payment due Apr 1
3rd Quarter Payment due Jul 1
4th Quarter Payment due Oct 1

Please include your payment coupon, including Owner Number (txxxxxxx), Unit Number (Phase and Lot Number) with all payments to preclude any delay in processing. The Owner Number is on the coupon that must be returned with your payment. Owners with multiple lots must indicate how they wish their payments applied, by Owner Number. The correct mailing address for Quarterly Maintenance Assessments is Imperial Golf Estates Homeowners Association, Inc., c/o IberiaBank Lockbox, PO Box 11203, Naples, FL 34101-1203. It is the responsibility of each Lot Owner to provide the mailing address for Quarterly Assessment billing to the Property Manager's office.

The Board of Directors recently approved the following revision to the previously published follow up and collection rules for delinquent quarterly maintenance assessments:

1. Fifteen (15) days after any quarterly assessment due date the Property Manager's Office will send a Lot Owner specific statement noting "**PAYMENT DUE NOTICE**". The Property Manager's office shall mail the statements and a cover letter to the respective owners in a timely manner.
2. Thirty (30) days after the original quarterly assessment due date a "**FINAL WARNING LETTER - PAST DUE**" will be issued by the Property Manager's office specifically noting a \$15.00 **late processing fee** being charged and informing the owner that payment must be received immediately to avoid possible future legal collection action. The letter will also state that if payment is still not received by Forty Five (45) days after the original quarterly assessment due date , the Association's Attorney will be requested to begin legal collection action against the Lot Owner's property as permitted by our Governing Documents and Florida Statute. This letter shall be mailed to the Lot Owners with accounts 30 or more days delinquent by the Property Manager's office in a timely manner.
3. The Property Manager's office will prepare a Board of Directors Authorization form that requires Board of Directors approval prior to the final notification being forwarded to the Association Attorney to start collection actions. The authorization for the Attorney to start collection actions will be signed after expiration of the Forty Five (45) days after the original quarterly assessment due date.
4. At this point, once the Association's Attorney has been notified to initiate collection actions, the full responsibility for this process is in the hands of the Association's Attorney for legal processing and collection. Late fees and Attorney fees associated with any collection actions shall be the responsibility of the Lot Owner. Once the request to initiate collection actions has been turned over to the Association's Attorney it is out of the hands of the Property Manager's office and the Board of Directors. Per Florida Statute, any payment received at this point shall be **applied first to any interest accrued, then to any administrative late fee, then to costs and reasonable attorney fees incurred in collection, and then last to the delinquent assessments.**

Board of Directors, IGEHOA