

## **Crail Creek Club Collection Policy (Eff. Feb 1, 2024)**

To address the payment of assessments, the Board has established a Collection Policy pursuant to Article 7.2 in our declaration to make clear when payments are due and to establish the steps to address late payments. With only 32 owners in our HOA, it is important to collect assessments on time to manage cash flow and to apply a fair and consistent policy to all.

The following serves to outline the policy:

1. Invoices are due and payable within 30 days and are considered late thereafter. Any invoice not paid in full within 30 days will be assessed a \$50 late fee to defer administrative costs and will accrue interest beginning 31 days after the invoice date on the outstanding balance at a rate of 12% per annum, compounded monthly, until paid in full. Any balance not paid in full within 90 days may be turned over for collection, and may result in the HOA filing suit, recording a lien against the Owner's unit, imposing penalties or fines, assessing all costs of collection, and/or availing itself of the various remedies provided by law and by our Declaration.
2. Invoices will include a notation indicating that payment is due within thirty days and that late fees will be incurred, and interest will accrue on the outstanding balance if not timely paid. Follow-up statements will be sent approximately 30, 60 and 90 days after the original invoice to owners from whom full payment has not been received. Those statements will indicate the outstanding balance, including any accrued interest, late fees, penalties or other charges.

**For illustrative purposes Only**  
**Example using \$4000 invoice amount**

Paid within 30 days of invoice date =on time

|            |                          |
|------------|--------------------------|
| Amount due | <b><u>\$4,000.00</u></b> |
|------------|--------------------------|

Paid 1-30 days late (31-60 days after invoice)

|                     |                          |
|---------------------|--------------------------|
| Outstanding Balance | \$4,000.00               |
| Late Fee            | \$ 50.00                 |
| Total due           | <b><u>\$4,050.00</u></b> |

Paid 31-60 days late (61-90 days after invoice)

|                     |                         |                                   |
|---------------------|-------------------------|-----------------------------------|
| Outstanding Balance | \$4,050.00              |                                   |
| Interest            | 40.50                   | days 31-60    .01 x 4,050 = 40.50 |
| Total Due           | <b><u>\$4090.50</u></b> |                                   |

Paid 61-90 days late (91-120 days after invoice)

|                      |                           |   |
|----------------------|---------------------------|---|
| Outstanding Balance  | \$4,090.50                |   |
| Interest             | 40.90                     | days 31-60    0.1 x 4,090.50 = 40.90    |
| Penalty              | ??                        | Pursuant Declaration                    |
| Atty Fees/Coll Costs | ??                        | Allowable costs by MT law & Declaration |
| Total Due            | <b><u>\$4131.40++</u></b> |   |