



# OAK HOLLOW

HOMEOWNERS ASSOCIATION, INC.

P.O. BOX 620921

OVIEDO, FLORIDA 32762-0921

## Assessment Collection Process

1. Annual Assessment invoices shall be prepared and sent in December for subsequent calendar year annual assessments. Included in the invoice will be a statement of any past due amounts. Assessments are due on 1 January and are late as of 31 January. A statement reminding members that payment options are available will be included.
2. For members who have not paid by 31 January, a reminder will be sent, along with a statement of account, and a reminder that payment options are available. Reminders will require payment no later than the last day of February.
3. For members who still have not paid by the last day of February, a second reminder will be sent, certified mail, return receipt requested, along with a statement of account, requiring payment by 31 March. A warning will be included indicating that delinquent accounts will be turned over to the HOA attorney. The board will determine on a case-by-case basis the next steps to be taken for any member account that has not been paid by 31 March.
4. Unless other arrangements have been made, and the board has not determined that special circumstances exist, delinquent member accounts not paid by 31 March will be turned over to the HOA attorney for collection.

Adopted, Oak Hollow Homeowners Association, Inc. Board of Directors  
4 December 2017

By: \_\_\_\_\_  
Russell Case, Director, Secretary