



## PELICAN STRAND COLLECTION POLICY EFFECTIVE AUGUST 1, 2017

1. Association fees are due on the first of the month. They become past due after the 15<sup>th</sup> of the month.
2. If the account is past due on the 16<sup>th</sup> of the month, a **Friendly Reminder Letter** is mailed and a \$25.00 late fee will be added to the account.
3. On the 30<sup>th</sup> day of the month if the **account balance** is not paid, a **Warning Letter** is mailed and a \$25.00 administrative fee will be added to the account.
4. On the 45<sup>th</sup> late day if the **account balance** is not paid, a **Pre-lien Demand Letter** will be mailed and a \$50.00 administrative fee will be added to the account.
5. On the 90<sup>th</sup> late day if the **account balance** is not paid, the account is forwarded to the **Association Attorney** and a \$95.00 administrative fee will be added to the account.