

# LONGBOAT TERRACE ASSOCIATION

## POLICY AND PROCEDURE for ACCOUNTING AND REPORTING

### 1.) POLICY FOR ACCOUNTS RECEIVABLE

- a. The Management Company will bill Longboat Terrace (LBT) Owners the quarterly maintenance fee three (3) weeks prior to the due date.
- b. On the tenth (10) of the month the President and Treasurer will be provided with an Accounts Receivable Report (A/R Report) showing all unpaid maintenance fees with a copy to the Property Manager.
- c. Collection will start on the 11<sup>th</sup> day with a "phone call". A \$15.00 processing fee will be added to Owner's account and will be reimbursable to The Management Company for collection costs.
- d. On the fifteenth (15) of the month, the President and Treasurer will be provided with an updated A/R Report showing all unpaid maintenance fees.
- e. After the twentieth (20) of the month, a letter of delinquency will be sent to the Owner. A \$25.00 processing fee will be added to the Owner's account reimbursable to The Management Company for collection costs.
- f. If not paid after 30 days, further collection efforts begin. (See Collection below)
- g. The Management Company will e-mail all Board members on Friday of each week the A/R Report showing unpaid dues until all are 100% collected with a copy to the Property Manager.

### 2.) POLICY FOR COLLECTIONS

Assessments against LBT Owners for the common expenses shall be made and collected pursuant to the Bylaws and the Declaration and subject to the following provisions:

- (a) **Share of Common Expenses-** Each LBT Owner is liable for a share of the common expenses and shall promptly pay assessments when due.
- (b) **Interest and Late Charges** – Assessments not paid on or before the due date shall bear interest at the rate of twelve percent (12%) per annum from the due date until



paid and shall incur a late charge equal to the greater of twenty-five dollars (\$25.00) or five percent (5%) of the delinquent payment payable to Longboat Terrace Condominium Association. All payments upon account shall be first credited to any interest and late charges, then to any collection cost and attorney's fees, and then to the assessment payment first due.

- (c) **Acceleration** – If a LBT Owner is in default in the payment of assessment, the Board of Directors may accelerate the remaining installments of the assessment upon notice to the LBT Owner. The unpaid balance of the assessment shall come due upon the date stated in the notice. If not paid within ten (10) days after the due date, a second late notice will be sent. LBT Owner will have twenty (20) days to pay the late assessment and late fees before collection begins.
- (d) If the delinquency is more than 60 days past due, the matter will be turned over to LBT's Attorney. The Attorney will notify the LBT Owner that a lien will be filed against his/her property.

