



BRIGADOON OWNERS' ASSOCIATION, INC  
BOARD OF DIRECTORS

## Brigadoon Owners Association Fee Collection

Fees owed to the Owner's Association will be collected by sending multiple reminders and giving ample time for owners to meet their obligations. However, instances of chronic non-payment of required fees to the Owners Association may result in a lien placed on the associated property for the fees owed.

## Fee Collection Procedure

The following procedure outlines the steps that are to be followed for fee collection, and, if necessary, placing a lien against the property of a Brigadoon property owner.

1. Brigadoon property owners who owe any fees to the Owners Association are notified\* monthly via US Postal Service invoice from the Brigadoon Owners Association Accountant.
  - a. Currently, the CPA who handles the invoicing is Honeycomb CPAs & Advisors.
  - b. The monthly invoice details the amount of fees which are currently due, and the amounts of fees which are overdue. If any fees are overdue, the invoice details the length of time that the fees have been overdue.
  - c. The monthly invoice states *"per Brigadoon Owners Association By-Laws and Covenants, non-payment of these fees can result in a lien assessment on your Brigadoon Property."* **This monthly written notice constitutes official warning(s) for the property owner.**
2. Once fees have exceeded **180 days past due**, they will be processed for liens. The Board of Directors has discretion on whether any further attempts to contact the owner will be made prior to filing the lien. For example, an owner who is not typically overdue may be contacted by e-mail or phone as a final courtesy before a lien is filed, while a lien might be filed with no further warnings against a property whose owner has a history of non-payment.
3. Once the lien has been filed at the county courthouse, a copy of the lien will be mailed\* via certified mail to the property owner.
4. Uncollected fees which have become liens will continue to show up as overdue obligations on the Property Owner's monthly statements.

*\*Note: Invoices and official correspondence will be sent to the current address on file with the Brigadoon Owners Association secretary. Owners who refuse to provide correct contact information or refuse to sign for certified and/or registered mail will not be exempt from the fee collection procedure.*