



AUTUMN WOODS HOMEOWNERS' ASSOCIATION, INC.  
COLLECTION POLICY

1. Assessment payments are due annually on the 1<sup>st</sup> day of January. If payment is not received within 30 days of the due date, a Statutory Notice of Late Assessment shall be mailed to the homeowner in accordance with Florida Statutes.
2. If payment is not received within 30 days of the Notice of Late Assessment, an Intent to Lien Notice shall be mailed to the homeowner, which shall include the delinquent assessment(s), interest, attorney's fee, and collection costs.
3. If the entire outstanding balance indicated in the Intent to Lien Notice is not paid within 45 days of issuance, the association's attorney shall cause a lien to be recorded on the property and shall mail a Notice of Intent to Foreclose letter to the homeowner.
4. The Board of Directors shall be deemed, by virtue of this Policy, to have approved all action up to and including the filing of the lien without such action requiring contemporaneous approval at a Board Meeting.
5. If the lien is not fully satisfied within 45 days of being recorded, the account by a majority of the Board of Directors.
6. Homeowners who are delinquent in paying their scheduled assessments and fees may submit in writing to the Board of Directors a proposed payment plan. If the proposed payment plan is accepted by the Board of Directors, foreclosure action will be avoided so long as the payments of the alternative plan are maintained per the agreement.
7. This collection policy supersedes any previous collection policy both past and present.

The above collection policy and timeframes are intended to be a guideline and all actions are subject to administrative and processing delays. However, any deviation from this policy shall not constitute a waiver of any rights or remedies of the association in collecting amounts due.