



EXHIBIT "A"

NICHOLS LANDING HOMEOWNERS ASSOCIATION COLLECTION POLICY

GENERAL INFORMATION:

Your board of directors has an obligation to manage the financial needs of your community.

The Nichols Landing Homeowners Association, of which you are a member, collects regular dues or "general assessments" of predetermined amounts at predetermined times during the year in order to run the business affairs of the Association. Nichols Landing Homeowners Association may also have the ability on occasion to collect special or specific assessments of varying amounts as the need arises.

Payment of assessments is NOT optional and is the sole responsibility of the legal owner of the property. Please be advised that allowing your account to become delinquent may have several consequences per your governing documents and Georgia law.

GENERAL ASSESSMENT DUE DATES

- Annual assessment is due on January 1st
- Annual assessment is late on February 28th

LATE PAYMENTS AND INTEREST: In accordance with the Declaration, assessments that are not paid within 60 days of the due date shall be considered delinquent and shall be subject to a late fee equal to \$50.00 and bear interest at the lesser of (a) the rate of 10% per annum; or (b) the maximum rate of interest permissible under the laws of the State of Georgia.

SUSPENSION OF PRIVILEGES: The Association may suspend the membership rights of a delinquent Owner, including the right to vote, the right of enjoyment in and to the Common Property and the right to receive and enjoy such servicing and other benefits as may then be provided by the Association.

ESCALATION OF DELINQUENT ACCOUNTS:

DAY 60 - REMINDER NOTICE: If a homeowner has not paid their assessment 60 days after the assessment becomes due and payable the Association's managing agent will send the owner a reminder notice requesting immediate payment of the unpaid assessments, late charges and interest.

DAY 90 - SECOND REMINDER: If a homeowner has not paid their assessment after 90 days: The Association's managing agent will send the homeowner a final notification that the account will be transferred to the collection agency if payment is not received within 15 days.

CORPORATE OFFICE: 500 Sugar Mill Road · Building B, Suite 200 · Atlanta, Georgia 30350 · Tel 770-451-8171 Fax 770-451-3919

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www.heritageproperty.com



The collection agency will:

- Initiate a call and letter campaign
- **Report homeowner to credit bureau after 100 days of collection activity**

DAY 210 – TURN OVER TO THE ATTORNEY: The Association's managing agent can forward the delinquent owner's account to the Association's attorney, as selected by the board, for collection actions.

When the Association's attorney receives an owner's account, the attorney will take the following collections actions:

- Review online title records to verify ownership;
- Send collection demand letter to delinquent owner, giving the delinquent owner 30 days to pay or contest the debt.
- The Association will be advised regarding **the placement of a lien** on the property to secure the debt and protect the Association's interests

BALANCE DUE REACHES \$1,200.00 – SUIT RECOMMENDATIONS: If payment is not received through the process identified above; the attorneys will review the file and recommend to the board whether to pursue legal action and/or foreclosure. Upon Board approval, the attorney will file the appropriate lawsuit.

RETURNED CHECKS: If any Owner pays any assessment with a check on an account that has insufficient funds ("NSF"), the Board may, in its sole discretion, demand that all future payments be made by certified check or money order along with imposing a reasonable processing charge.

HARDSHIP CLAIMS: *If you are experiencing a hardship and are unable to make a complete payment, please contact your current community association manager immediately to discuss your situation within 15 days of receipt of this letter in order to avoid possible legal action and incurring interest charges.* If no attempt has been made to contact the property management company, the Association will have no choice but to pursue collections procedures as outlined in the Declaration of Covenants for the Association.

HIERARCHY OF PAYMENTS: Please be advised that any payment received by the Association shall be applied first to any attorney's fees and other costs of collection, then to any interest accrued on the late installment, then to any administrative late fee and finally to the delinquent assessment.