

**CALMES NECK PROPERTY OWNERS ASSOCIATION, INC.**  
**A Virginia Nonstock Corporation**

POLICY RELATING TO THE COLLECTION OF ASSESSMENTS/CHARGES/FEEES

**A. ANNUAL ASSESSMENT/CHARGE FOR COMMUNITY SERVICES:**

- a. It is the policy of the Board of Directors to provide its full range of community services to the properties owned by Association members who have paid the full amount of the annual assessment/charge of the Association's total operating costs as approved in conjunction with the adoption of the Annual Operating Budget for the Association by vote of the membership.
- b. The Treasurer shall send invoices for the annual assessment/charge for community services to all Association members by no later than January 1<sup>st</sup> of the year in which they are due. The due date for these payments shall be January 31<sup>st</sup> of the year in which they are due.
- c. The Board may grant an extension of up to one month with no late fees to members who request such an extension before January 31<sup>st</sup> of the year in which they are due.
- d. The Treasurer shall impose a per month late fee, not to exceed the maximum allowed, on all assessments/charges for community services that are not paid by the due date .
- e. The Treasurer shall notify members by U.S. mail when such late fees are imposed.
- f. If any Association members becomes more than three months late in the payment of his/her annual assessment, the Treasurer shall notify the Board of Directors.

**B. SPECIAL ASSESSMENTS:**

- a. The Treasurer shall send invoices for the special assessment to all Association members by no later than one month after the special assessment is approved by vote of the membership at a meeting called for that specific purpose. The due date for the special assessment payment shall be six weeks after the date of the mailing.
- b. The Board may grant an extension of up to one month with no late fees to Association members who request such an extension before the original due date.
- c. The Treasurer shall impose a per month late fee, not to exceed the maximum allowed, on all assessments/charges for community services that are not paid by the due date.
- d. The Treasurer shall notify Association members by U.S. mail when such late fees are imposed.
- e. If any Association members becomes more than three months late in the payment of his/her special assessment, the Treasurer shall notify the Board of Directors.

**C. ACTIONS FOR NONPAYMENT OF ASSESSEMENTS/CHARGES/FEEES:**

- a. When an Association member pays less than the full amount of the annual assessment/charge for community services as approved by vote of the membership, the Treasurer shall notify the member by U.S. mail of the Association's collection policy and request payment of an amount equal to a full annual assessment within 30 days.

- b. If any Association member becomes more than three months late in the payment of his/her assessment/charge for community services, the Treasurer shall notify the Board of Directors. The Board of Directors may, in accordance with Association Due Process Protocols, initiate any or all of the following actions:
  - i. File a Warrant in Debit (Civil Claim for Money) in the Circuit Court of Clarke County, Virginia against the Association member for the total amount due, including late fees
  - ii. Suspend the Association's commitment to provide community services for the member's property
  - iii. Suspend the Association member's right to use Association facilities and common areas other than the road
  - iv. Suspend the Association member's right to vote on and participate in the affairs of the Association
  - v. Impose a surcharge on the sale of Association products and services to the member

**D. PURCHASE OF PRODUCTS OR INFORMATION:**

- a. All sales of products, such as gate remotes, or services, such as community information packets, by the Association shall be on a cash-in-advance basis only.