

Seascope Property Owners Association

Procedures for Collection of Annual Homeowners' Association Dues

1. Notification letter of annual meeting, which is held in January of each year, is mailed out in December by Secretary of SPOA to let homeowners know of date, time and place of annual meeting. It will also include each homeowner's annual dues notification for the upcoming year. If you have not received your annual notification letter by the end of December, please notify a board member.
2. HOA dues are due and payable each January 1st and a late fee of \$25.00 is added if paid after January 31st, which is stated in the body of the letter. The SPOA's address is at the top of the letter in which to send payment. At this time, we only accept check, money order or cash. You may also pay HOA dues at the annual meeting, if you wish.
3. If annual dues are not paid by January 31st, the first late notification letter will be sent out to each homeowner in February, with amount now due with the late fee.
4. A second letter will again be sent to homeowners in March timeframe who have not paid as of yet. Letters will state you can post date two checks, if you need to, but all checks must be mailed together.
5. A third and final attempt will be made to notify the homeowner of past due HOA dues in April/May timeframe.
6. After the third attempt of trying to collect annual HOA dues, procedures will be initiated for small claims court action. If SPOA files in small claims court, it will cost the homeowner an additional \$124.00 (current court filing fee), if judgement is found in the favor of SPOA.
7. If homeowner decides they do not want to go to court, they can pay HOA dues along with the court filing fees. Court action will not be removed until HOA dues and court filing fees are paid and check(s) have cleared the bank.