

Courts of Four Seasons Homeowner's Association
Financial Procedures
Effective October 15, 2007

1. Each year, the Homeowner Association, or the HOA's Management Company, will mail invoices of annual dues to each homeowner by May 15th, payable in full and postmarked by June 30th.
2. Homeowners with unpaid dues will be mailed a 2nd notice by July 15th indicating the unpaid dues owed along with a \$10.00 late fee are due within 15 days of receipt of 2nd notice.
3. If payment is not received after second notice, a notice of intent to lien will be sent to the Homeowner by certified mail. The Homeowner has 15 days from receipt in which to respond.
4. After 15 days, the Homeowner's Association will begin the process of initiating a lien on Homeowner's property for any unpaid association dues. Homeowner is responsible for all additional costs incurred after the original notice is sent.