

RAFTER J RANCH HOMEOWNER'S ASSOCIATION
ADMINISTRATIVE FEE POLICY

MONTHLY DUE DATE:

- A. **Due date is the 1st day of the month.**
- B. **Grace Period:** An Administrative Fee shall not be charged to any account that is brought current (no balance due) by no later than the 15th of the month *regardless of whether the 15th is a holiday or falls on a weekend.*

MONTHLY PAYMENT POLICY/ADMINISTRATIVE FEE POLICY:

- A. **Rafter J does not mail courtesy statements or monthly invoices.** The coupon sheet is the fee payer's only notification of fees due sent to the fee payer prior to the fees becoming due. The Rafter J office does not have the manpower to support routine monthly billing.
- B. An Administrative Fee as indicated below shall be charged each month an account has a balance due. This fee is used to offset the additional costs incurred by the Rafter J office to print statements, produce letters, and generate mailings as well as to provide an economic incentive for the homeowner to maintain their account current.
- C. Payments received shall be applied to the oldest invoice. This practice can result, as an example, in the application of part or all of a payment, intended to satisfy a 6-month discounted fee, to an existing outstanding balance due. Such application may leave insufficient funds available to cover the 6-month discounted fee and lead to the subsequent loss of the opportunity to receive the discount.
- D. Changes to this policy shall be mailed to all homeowners.
- E. Checks must be made payable to the Rafter J Homeowner's Association. The right to reject improperly prepared checks is reserved since they result in greater bookkeeping time and/or expense. The Rafter J office shall make reasonable attempts to contact the check issuer to correct improperly prepared checks; however, checks not corrected within a timely manner (generally by the end of the month in which the payment was due) shall be considered as payment not received and Administrative Fees shall be charged to the associated accounts.
- F. The Rafter J office shall notify fee payers whose accounts are past due as indicated below. Nevertheless, the fee payer is not relieved of any responsibility for Administrative Fees incurred should the fee pay fail to receive one or more of the notifications indicated.

COLLECTION OF ACCOUNT PAST DUE:

- A. **Notification:**
 - 1. An Account Statement shall be mailed when the account is 30 days past due.
 - 2. Notification of pending action shall be mailed when an account is 60 days past due.
 - 3. A second notification letter shall be sent certified mail-return receipt when an account is 90 days past due.
 - 4. Accounts 120 days past due shall be referred to the Rafter J Attorney.
- B. **Possible actions by the Rafter J Homeowners Association to recover fees:**
 - 1. File lien on property.
 - 2. File small claims suit with subsequent enforcement by sheriff.
 - 3. Refer account to a collection agency.

ISSUES AND RESOLUTIONS:

Individual cases regarding administrative fees shall be discussed at regularly scheduled Board Meetings. The Rafter J Office must be notified in advance to be placed on the Board Meeting agenda.

ADMINISTRATIVE FEE APPLIED TO OTHER ITEMS:

- 1. Homeowner's Fee \$10.00
- 2. Vacant Lot Fee \$10.00
- 3. Storage Area Fee \$10.00
- 4. Commercial Lot Fee... \$10.00
- 5. Mowing Fee \$10.00