

SAND LAKE POINT HOA

FINING COLLECTIONS PROCESS

Notice (Fine Notification Letter – FNL) to the homeowner is mailed to all homeowners who are fined informing them of the result of the Hearing Committee (CIC) Meeting, the amount of the fine, the date the fine will begin to accrue and the right to appeal.

The Fine Collection process may be suspended for a specific length of time if the homeowner provides a date by which the violation will be cured. Fines will only be suspended if the homeowner asks for a suspension within 60 days of the FNL. This date must be acceptable to the Board. If the fine is not cured by the specified date approved by the Board, the Fine Collection process will continue from the point it was suspended.

***Reminder Notice:** Reminder Notice will be sent 30 Days After the FNL date giving the homeowner 30 Days to pay the outstanding balance.

***Final Demand:** Upon expiration of Reminder Notice a Final Demand Notice will be sent. Expires 30 days from date of issuance.

***Intent to Lien:** Issued by Management Company after expiration of Final Demand and subject to Board Approval. Expires 45 days from date of issuance.

***Account Sent to Collections Agency:** Upon expiration of Intent to Lien, fine accounts will be sent to Collection Agency per Board Approval based on its Standard Operating Procedure with Collection Agency. Collection Agency will handle remaining steps for collection. From this point forward fine collections will proceed in accordance with the Association's normal Collection's Policy.

FINING APPEAL PROCESS

The Sand Lake Point Homeowner's Association will consider appeals to fines after the FNL has been sent. All appeals must be requested in writing to the Management Company by mail or email. The violation must be cured before an appeal will be considered. The homeowner may be required to provide evidence of how and when the violation was cured.

The Board will consider full or partial waivers of fines based on the following criteria:

1. The waiver date will be the date the Non-Waived Amount is paid.
2. A waiver of the fine amount less \$200 (Non-Waived Amount) if violation is cured and the waiver date falls within 60 days of Fine Notification Letter.
3. \$100 will be added to non-waived amount for every 30 days the waiver date falls past the Final Demand Letter date. (See following Fine Waiver Chart)

Adopted by the Board of Directors of Sand Lake Point Homeowners Association, Inc. this _____ day of _____, 2023.

President/Board Member

FINE WAIVER CHART

| Waiver Date (Violation Cured and Non-Waived Amt Paid) | Waived Amount | Non-Waived Amount |
|--|----------------------|--------------------------|
| After Fine Notification (FNL) 0-60 Days | \$800.00 | \$200.00 |
| After Final Demand 30-60 Days | \$700.00 | \$300.00 |
| After Final Demand 61-90 Days | \$600.00 | \$400.00 |
| After Final Demand 91-120 Days | \$500.00 | \$500.00 |
| After Final Demand 121-150 Days | \$400.00 | \$600.00 |
| After Final Demand 151-180 Days | \$300.00 | \$700.00 |
| After Final Demand 181-210 Days | \$200.00 | \$800.00 |
| After Final Demand 211-240 Days | \$100.00 | \$900.00 |
| After Final Demand 241+ Days | \$0.00 | \$1,000.00 |