
Rustic Ridge Homeowners Association

Annual Assessment Notification and Collection Policy and Procedure
Effective June 24, 2019

The Annual assessment shall be mailed to all homeowners by mid-January of each year. The annual fee will be assessed based on a calendar year and will apply to the period beginning at 12:01A.M. (eastern time) on January 1 of each year and ending at 11:59 P.M. (eastern time) on December 31 of each year. For calendar year 2019, the assessment shall be mailed to homeowners no later than June 30, 2019. The annual assessment for calendar year 2019 applies to January 1 through December 31. The annual assessment fee for 2020 and all subsequent years will be mailed mid-January of each year and will be due within 60 days of the Invoice date. Residents who do not receive their notice and coupon are responsible for contacting the Association to request a replacement assessment. A copy of the Annual Budget is available on the HOA website at rusticridgehoa.org.

The Notice of Assessment shall be in the form of the Invoice attached hereto as Exhibit A and shall contain the following:

- The amount of the Annual assessment
- A payment coupon
- Statement of late fees charged for delinquent payments (as required)

Annual assessments for the Rustic Homeowners Association shall be due and payable within Sixty (60) days from the date of the Invoice. If payment is not received within Sixty (60) day of the invoice date, a late fee of \$10 shall be imposed. If payment is not received within Ninety (90) days of the invoice date, an additional late fee of \$15 will be imposed. If payment is not received within One-Hundred-Twenty (120) days of the invoice date, an additional late fee of \$20 will be imposed for a total of \$45 in late fees after 120 days after the invoice date.

Payments received will be applied to the delinquent account in the following order:

First Late Fees
Second: Legal fees and collection expenses
Third: Assessment amounts (oldest outstanding assessment first)

Insufficient Funds Checks

Accounts presented with an insufficient fund's payment will be charged a non-negotiable insufficient funds fee equal to the fee charged by the Association's bank.

Collection Procedures

All Assessments are due and payable within Sixty (60) days from the invoice date. Any assessment not paid within such time frame shall be subject to collection as described below.

Sixty (60) Days Past the Invoice Date

The Association shall send a "First Notice Letter" and statement of account notifying the homeowner of being over Ninety (60) days past the invoice date in payment. A late fee of \$10 will be imposed. Payment should be made within Ninety (60) days of the invoice date to avoid any additional late fees.

Ninety (90) Days Past the Invoice Date

The Association shall send a "Second Notice Letter" and statement of account notifying the homeowner of being Ninety (90) days past the invoice date in payment. An additional late fee of \$15 will be imposed. Payment should be made within Ninety (90) days of the invoice date to avoid any additional late fees.

One-Hundred-Twenty (120) Days Past the Invoice Date

The Association shall send a "Final Notice Letter" and statement of account notifying the homeowner of being One-Hundred-Twenty (120) days past the invoice date in payment. An additional late fee of \$20 will be imposed.

Over One-Hundred-Fifty Days (150) Past the Invoice Date

If the Invoice, together with late fees have not been paid in full, or the homeowner has not made payment arrangements with the Association within One-Hundred-Twenty (150) days past the invoice date, the Association will pursue any available method of collection allowable under Pennsylvania State Law, which may include, but not limited to the filing of a lawsuit for collection/foreclosure against the homeowner.

Invoice 1234

Rustic Ridge Estates Homeowner's Association

P.O Box 14461
Pittsburgh, PA 15239
www.rusticridgehoa.org

BILL TO			
Name		DATE	PLEASE PAY
Street Address		06/15/2019	\$95.00
City, State & Zip Code			DUE DATE
			07/15/2019

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
06/15/2019	2019 Annual Dues		1	95.00	95.00

TOTAL DUE **\$95.00**

THANK YOU.

Please detach and remit with your payment

Rustic Ridge Homeowners
Association Payment Coupon
2019 Annual Assessment

Name: _____

Address: _____

Amount Remitted: _____ Check #: _____

Your cancelled check will be your receipt. If you need a printed receipt for your payment, please enclose a self-addressed, postage paid envelope or request an electronic receipt through the HOA email address at rusticridgehoa@gmail.com