

Fox Wood at Trinity

COMMUNITY ASSOCIATION, INC.

Fox Wood Community Association Dues Process

This document is an outline of the administrative procedures used by the Board of Directors and the Management Company to collect monies owed to the Association by Homeowners. The formal procedures governing the collection of monies owed to the Association may be found in the Covenants, Conditions and Restrictions, Article VII. While the Board intends to follow the procedures outlined in this document as a matter of routine, the Board of Directors reserves the right to depart from these procedures without notice and to follow the process outlined in Article VII of the CC&Rs when in the sole judgment of the Board such action is necessary to protect the interests of the Association. By publishing this document, the Board of Directors does not intend to modify the Covenants, Conditions and Restrictions, Article VII or to waive any rights the Board may have under the governing documents and Florida statutes. The Board of Directors reserves the right to change this procedure at any time without notice should it be necessary to do so in the sole judgment of the Board.

- Listed below is the schedule of key dates for each month of each quarter;

1	2	3
<u>1st of the Month Due Date</u> January April July October	<u>1st of the month \$25 Late Fee</u> February May August November	<u>1st of the month Intent to Lien Letter</u> March June September December <u>Last day of the month Referred to Attorney to file lien</u>

- Fox Wood Association dues are due between the 1st and the 10th of the first month of each quarter. Dues are considered late after the 10th of the month.

January 10th, April 10th, July 10th, October 10th

A reminder statement will be mailed to owners who have not paid their dues by the 15th of the month.

- A \$25.00 late fee will be charged to residents whose dues have not been *received* by the last day of the dues month.

January 31st, April 30th, July 31st, October 31st

Fox Wood at Trinity Community Association
1524 Tamarind Blvd., Trinity, Florida 34655

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3527 Palm Harbor Blvd, Palm Harbor, Florida 34683
Telephone: 727-787-3461 ■ Facsimile: 727-787-3423

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3. If your dues are not paid by the 1st day of the 3rd month of the quarter, you will be mailed a letter via regular U. S. Mail and Priority Mail Signature Confirmation stating that your house is subject to having a lien recorded for the total amount due, plus dues for the remainder of the year, interest, fees, court costs and attorney fees if your dues are not paid in full by the last day of the third month.

March 31st, June 30th, September 30th, December 31st.

4. Liens may be foreclosed by the Board of Directors at any time thereafter as provided in the Covenants, Conditions and Restrictions, Article VII, section 7.08

5. Homeowners who have received a Notice of Intent to Lien from the Association and who subsequently pay their dues with a check that is returned for insufficient funds will be subject to lien with no further notice.

6. Once a lien is filed, all communications regarding the account will be between the Board's collection attorney and the homeowner. Payments made after the lien is filed must be made through the Board's collection attorney.

Homeowners who are unable to make their payment on time should call the management company and discuss their situation.

Adopted: July 28, 2005

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