



CITRUS SPRINGS

Master Homeowners Association

Citrus Springs Master Association

Procedure for Collecting Maintenance Fees

The following procedure will be followed to collect maintenance fees:

1. Invoices for annual dues will be mailed annually in December prior to the anuary due date.
2. At 30 days past due invoice will be mailed, the statement will be note that interest of 1.5% has been added and invoice will noted that all dues must be paid within 15 days.
3. At 60 days past due, an additional invoice will be sent with accrued interest and with statement that all past dues, interest, and administrative fees must be paid within 45 days or a lien will be filed. This invoice/statement is to be sent by certified mail.
4. After 45 days past due, a lien will be filed and matters will be turned over to attorney for collection. The homeowner will have 45 days to settle matters at this point by paying all dues, interest, administrative fees, and legal fees.
5. If the homeowner does not pay after the second 45-day notice, further legal action will be taken.

Note: All Fees and costs are passed on to the homeowner.

Approved by the Citrus Springs Master Homeowners Association Board on September 12, 2007.