

Venice Shores Property Owners Association



Procedure VSPOA-0003-A Annual Delinquent Dues/Assessment(s) Recovery Procedure

1. Dues and known assessments for the current year are set by the voting membership at the November general membership meeting of the previous year (Venice Shores Deed Restrictions November 29, 1986 SEC-13: 1-6).
2. Invoice for the current year's dues/assessments will be mailed to the property owner of record on/ before February 15 in the year they are due. ***Failure of the property owner to receive an invoice or other notices does not waive late fees or other costs associated with the collection of delinquent dues/assessments.***
3. Dues and/or assessments are due and payable in full on March 1st of each year. No partial payment of dues/assessments will be accepted. Dues and/or assessments remaining unpaid in full after June 15th are considered delinquent and are subject to late fees and collection costs established by the VSPOA Board of Directors and VSPOA deed restrictions.
4. The following notification process will be followed:
 - a. Annual Dues and Assessments Invoice – Mailed on/before February 15th (Attachment 1)
 - b. Annual Dues and Assessments Invoice, 2nd Notice – Mailed on/before April 15th (Attachment 2)
 - c. Final Dues/Assessments Payment Notice – Mailed on /before May 15th (Attachment 3)
 - d. The VSPOA Treasurer will prepare a list of properties with unpaid dues/assessments for review at the June VSPOA Board meeting:
 - i. The board will vote to approve the assignment of “Delinquent Dues Collection Liens” (DDCL), by our attorney, on all properties with unpaid dues/assessments as of June 16th.
 - ii. A two member committee of VSPOA Board members, using contact information on record, may ***ATTEMPT*** to personally contact the property owners subject to DDCL's between the June meeting date and June 16th in an effort to avoid the processing of liens.
 - e. On June 16th a list of all properties with unpaid dues/assessments will be sent to the attorney for the processing of DDCL's unless special payment, arrangements have been made with the VSPOA Treasurer. If a property owner fails to comply with the special payment arrangements the property information will be forwarded to the attorney for DDCL processing without additional notification to the property owner.
 - f. After June 16th all communications and payments will be directed to the VSPOA attorney for approval, processing, and subsequent removal of DDCL's. The delinquent dues/assessments are not considered paid until the VSPOA Treasurer receives payment from the attorney.

VSPOA Approval Date: 10-3-12

Revised: 9-30-12

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