

Venice Shores Property Owners Association



Procedure VSPOA-0003-B Delinquent Special Assessment(s) Recovery Procedure

1. Special assessments approved by the VSPOA Board of Directors for the current year are due and payable within three (3) months from the date of levy (DOL) unless otherwise stated by the Board of Directors. (Venice Shores by-laws November 11, 2011 SEC-13: 3).
2. Invoice for the current year's special assessments will be mailed to the property owner of record within ten (10) days from the date of levy 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. Special assessments are due and payable in full within 90 days of the date of levy unless otherwise stated by the Board of Directors. No partial payment of special assessments will be accepted. Special assessments remaining unpaid in full after 90 days 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. Special Assessments Invoice – Mailed within 10 days of date of levy (Attachment 1)
 - b. Special Assessments Invoice, 2nd Notice – Mailed on/before the 40th day from date of levy (Attachment 2)
 - c. Final Special Assessments Payment Notice – Mailed on /before 70th day from date of levy (Attachment 3)
 - d. The VSPOA Treasurer will prepare a list of properties with unpaid special assessments for review at the next VSPOA Board meeting following the 90th day from date of levy:
 - 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 that meeting date.
 - 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 within ten (10) days of the approval date above in an effort to avoid the processing of liens.
 - e. On the 11 day past the approval date of the DDCL's a list of all properties with unpaid special 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 the forwarding of the DDCL list to the attorney all communications and payments will be directed to the VSPOA attorney for approval, processing, and subsequent removal of DDCL's. The delinquent special 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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