

Charleston Landing HOA, Inc.

c/o Coastal Association Management
P.O. Box 4838
North Myrtle Beach, SC 29597

Late Payment Policy for HOA Dues and Insurance/Special Assessment

Dear Homeowner,

As approved by the Board of Directors of Charleston Landing Homeowners Association, the following payment policy regarding HOA dues and insurance/special assessments will be as follows: (a graph has been provided to explain the procedure if payments are not received)

HOA DUES AND INSURANCE/SPECIAL ASSESSMENT PAYMENTS POLICY:

HOA dues or insurance/special assessment payments are due on the 1st day of the 1st month of the quarter (January 1st, April 1st, July 1st, October 1st).

If the HOA dues or insurance/special assessment payments are not received by the 10th of the 1st month of the quarter, a first notice will be sent to remind you that the dues or insurance/special assessment have not been paid. Late and administrative fees in the amount of \$60.00 will also be added to your account.

If the HOA dues or insurance/special assessment payments are still not received by the 10th of the 2nd month of the quarter, a second notice will be sent to remind you that you have a past due balance for dues or insurance/special assessment that have not been paid. Late and administrative fees could also be added to your account.

If the HOA dues or insurance/special assessment payments are still not received by the 10th of the last month of the quarter, a final (certified) notice will be sent as a final warning that there is a past due balance of dues or insurance/special assessment that have not been paid. Late and administrative fees could also be added to your account. Please note that **all** past due balances will need to be paid to bring your account up to date. Partial payments will **not** be accepted after you have received a final notice.

If the HOA dues or insurance/special assessment payments are still not received by the 10th of the 1st month of the following quarter, the account will be released to an attorney for collection of any and all past due balances, and a lien will be placed against the property. You will be responsible for any and all fees associated with releasing the account, including but not limited to administrative and attorney fees.

10 th of the 1 st month of the Quarter	First Notice + \$60.00 Late/Admin Fees
10 th of the 2 nd month of the Quarter	Second Notice + Possible Late/Admin Fees
10 th of the 3 rd month of the Quarter	Final Notice + Possible Late/Admin Fees
10 th of the 1 st month of the following Quarter	Sent to Attorney + Admin/Attorney/Etc. Fees