

Westbury Place Homeowner's Association

Collection Policy

1. The annual assessments will be **mailed out on October 1st are due on January 1st of each year and are considered late if not received within 10 days.**
https://frontsteps.cloud/CaliberWeb2_AssociatedPM is the link to pay online.
2. An administrative late charge of \$25.00 per month will be incurred for any late payment and on any unpaid balance of the assessment for months 1-24. A fee of \$35.00 per month 25 and on.
3. Any payments made shall be applied in the following order:
 - a. Collection costs and/or attorney's fees incurred by the Association.
 - b. Interest and/or administrative fees owed to the Association.
 - c. Principal amounts owed on the account for common expenses and assessments.
4. Any past due assessments may cause a lien, small claims judgments and/or foreclosure to be filed against the unit/lot.
5. Any costs, including attorney's fees, recording costs, title reports and/or court costs, incurred by the Association in the collection of delinquent assessments shall be added to the amount owed by the delinquent Owner.
6. If any Owner (either by his/her conduct or the conduct of any occupant) fails to perform any act that he/she is requested to perform by the Declaration, the By-laws or the Rules and Regulations, the Association may, but shall not be obligated to, undertake such performance or cure such violation and shall charge and collect from said Owner the entire cost and expense, including reasonable attorney fees, of such performing or cure incurred by the Association. Any such amount shall be deemed to be an additional assessment and shall be due and payable immediately following notification of such charge, and the Association may obtain a lien for said amount in the same manner and to the same extent as is it were a lien for common expenses.
8. If any Owner is delinquent in the payment of any fees for more than ninety (90) days, the Board may suspend the privileges of the Owner to vote and/or use any of the amenities.
9. **If any Owner, proving financial hardship to the Board and/or Management company, contacts said before the due date of any monies owed, the Board and/or Management company may, but shall not be obligated to, accept a payment plan for any monies owed. Please contact the board at westburyhoa@yahoo.com.**

Revised October 2020