

# Guidelines for Special Assessment payment plans

So that we can make progress on repaving our roads, it is important that each owner pay the special assessment no later than it is due, or earlier. The Board will offer payment plans to owners who become aware they will not meet the due date. In order to qualify for a plan, they must immediately notify the Treasurer and at that point the Treasurer will inform the Board. The Board will offer the owner the opportunity to develop a payment plan using the following guidelines:

Owners must stay current with quarterly assessments (dues) and water service fees and/or any financial payment plan already in place.

- The amount owed for the special assessment **MUST** be paid before the next one (if any) is due.
- Once the plan is developed the Treasurer will present it to the board for their approval.
- Each approved plan will be documented and tracked on a regular basis.
- Owners failing to meet the conditions of any payment plan will be subject to the Associations collection policy.
- If there is no agreed upon plan, the Association collection policy will be utilized.