



**Villages Homeowners' Association, Inc.**  
**18271 Singingwood Lane Flint, TX 75762 903-534-9060**

## COLLECTION POLICY

Monthly dues and assessments are the primary source of our income to cover the Association's expenses. Accordingly, we make reasonable efforts to collect past-due amounts owed, and we offer a Payment Plan to provide the Member the means to resolve delinquent accounts before we file liens or initiate foreclosure sales.

A full annual prepayment submitted at the first of the year is preferred and helps to reduce our mailing expenses.

Dues and assessments are due on the first day of each applicable month.

Monthly statements are mailed to all members whose accounts have an 'outstanding balance' on the 10<sup>th</sup> day of the month.

A member who has missed a payment *may* receive a courtesy telephone call from the VHOA office to remind them of the unpaid account balance.

Members who have a past-due account (over 30 days unpaid) will be mailed a collections letter.

Members who have a delinquent account (over 90 days unpaid) will be mailed a certified return-receipt letter offering a Payment Plan and if a suitable response (full payment or the completion of a signed Promissory Note consistent with our standard Payment Plan) is not received within 30 days of the receipt of the certified letter, the Association may at their discretion, file a lien, a personal judgment, or initiate lien foreclosure sale activities on the property as provided by law.