

Meadows South

Billing & Collections Policy

(revised December 18, 2025)

Monthly Dues

The 2025 & 2026 monthly dues are \$140. The Treasurer routinely picks up checks from the US Postal Box and the community HOA box, but specially checks both boxes the morning of the 6th and 16th days of the month.

Billing

The Association has no obligation to send any member an invoice for the payment of monthly dues. Prior to April 2025, the Association's bookkeeper used Intuit software which automatically sent an e-mail invoice to members with e-mails on files. Since April 1, 2025, only members whose accounts are in arrears will receive an invoice – either via US mail or email.

Most Association members have agreed to receive official notifications via email. Those who have not will be sent official notifications via US mail and be billed for postage & handling. Such notices include billing invoices, governing document updates, annual financial report, violation notices, and more.

Members who are more than 45 days in arrears will receive an invoice from the Treasurer.

Dues/Checks Sent from Your Financial Institution

The Association appreciated members who have their monthly dues remitted via a check from their financial institution. However, your bank sends your check to the Association's postal box via "bulk mail." Bulk mail receives no postal mark, so there is no method to determine when the check was sent. The Treasurer only sees the date the check was dated.

Your maintenance fees are due on the 1st day of each month. Checks sent from the bank are supposed to arrive by the 1st of the month. They are considered late if not delivered by the 5th day of the month. Beginning February 1, 2026, checks dated on or after the 1st of the month that are not received by the association by the morning of the 6th day of the month will incur late fees.

Statement on Late Fees & Interest Charges

In the past, the Association has applied current payments to the oldest debt. This has caused members to pay late fees, even though they remitted a current month payment. From this point forward, any payment will be applied to the most recent balance and no late fees will be charged if a member makes the monthly \$140 payment by the 5th of each month. Interest charges will be assessed against outstanding balances.

Late Fees

- 1) For members with no outstanding balances beyond 3 months:
 - a. A late fee of \$5 will be assessed if the monthly dues are not remitted by the 5th of each month, and
 - b. If not remitted by the 15th of the month, an additional \$10 late fee will be assessed.

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- 2) For members with an outstanding balance beyond 3 months, a \$25 statutory maximum late fee will be assessed if the monthly dues are not remitted by the 5th of each month.

Interest Charges

- 1) For members with no outstanding balances beyond 3 months, a 10% interest rate will be charged.
- 2) For members with an outstanding balance beyond 3 months, an 18% statutory maximum charge will be charged.

Petitions for Leniency

- 1) Members may petition the Board for leniency in the application of late fees and interest charges via e-mail to the President (dflowers81@hotmail.com), via US mail to the Association, or via a letter in the HOA Drop Box.
- 2) The Board has the authority to waive all late fees and to reduce the interest rate to 5%.
- 3) The petitioner will be asked to explain the circumstances of the failure to submit the payments on time and to provide a detailed repayment plan.
- 4) The Board will notify the petitioner of its decision.

Collections

- 1) The Board reserves the right to file a lien on any member who has a balance in arrears.
- 2) If a member is in arrears, the Association will begin the collections process via a **Notice of Late Assessment (NOLA)** in accordance with Florida statute [720.3085(3)(d)] prior to the collection of any attorney fees. This notice will be sent to the unit owner's mailing address on file with the Brevard County Appraiser's Office via US mail.
 - a. If the Association files the notice, a \$10 fee will be assessed to the homeowner.
 - b. If the Association's property manager or legal counsel files the notice, homeowners will be billed per the established fee schedule.
 - a. For members in arrears more than 3 months, member privileges will be revoked (cable TV service, lawn mowing, interior pest control, meeting attendance).
- 3) If not paid-in-full within 30 days of NOLA mailing, the Association, its property manager, or its attorney may file a **Notice of Intent to Record a Claim of Lien** in accordance with Florida statute 720.3085(4). This notice will be sent to the unit owner's mailing address on file with the Brevard County Appraiser's Office via US **certified** mail.
 - c. If the Association files the notice, a \$75 fee will be assessed to the homeowner.
 - d. If the Association's property manager or legal counsel files the notice, homeowners will be billed per the established fee schedule.
- 4) If not paid-in-full within 45 days of Intent to Lien certified mailing, the Association, its property manager, or its attorney may file a **Claim of Lien** with the Brevard Clerk of Court in accordance with Florida statute 720.3085.

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- a. If the Association files the lien, the homeowner will be charged a \$175 filing fee.
 - b. If the Association's property manager or legal counsel files the lien, the homeowner will be billed per the established fee schedule.
- 5) Payment-in-full must be made within 10 days upon receipt of the lien (Meadows South *Deed of Restrictions of Real Estate*) or the Association's legal counsel will immediately initiate a **foreclosure action** to recover the monies owed.