

DUES COLLECTION POLICY
SUN MOUNTAIN RANCH CLUB & MEMBERSHIP ASSOCIATION

The following Membership Dues Collection Policy is established to create a clear and orderly process for the collection of the annual dues assessments established by the Board of Directors and the Membership of the Association.

1. Annual Dues notifications shall be remitted by US Postal Service or other means opted in by individual lot owner, i.e. e-mail. **IT IS THE RESPONSIBILITY OF THE MEMBER TO PROVIDE THE ASSOCIATION WITH ANY CHANGE OF MAILING/BILLING ADDRESS OR E-MAIL ADDRESS WITHIN 30 DAYS PRIOR TO BILLING CYCLE.**
2. The 1st half of said Annual Dues are due and payable by **April 10** of billing year. (Member may opt to pay in full if they so choose).
3. Any Member who fails to pay on or before 1st half due date will be assessed the current late fee amount as noted on the Annual Billing Notice. A statement of their account balance shall be mailed or transmitted no later than May 31st.
4. In addition to the late fee, any Member who fails to make any payments/and or payment arrangements by June 10th may have their security card disabled. **This will result in a loss of access to the garbage dumpsters and the bath house facilities and incur a Reinstatement Fee as published in the Keycard Policy.**
5. The 2nd half payment of Annual Dues is payable no later than **October 10** of billing year.
6. Any Member who fails to pay on or before the 2nd half due date will be assessed the current late fee amount as noted on the Annual Billing Notice. A statement of their account balance shall be mailed or transmitted no later than November 30th.
7. In addition to the late fee, any Member who fails to make any payments/and or payment arrangements by November 30th will have their security card disabled. **This will result in a loss of access to the garbage dumpsters and the bath house facilities, and incur a Reinstatement Fee as published in the Keycard Policy.**
8. Any Member who fails to pay their account balance in full by December 31st (including all late fees), shall be charged interest at current rate of 12% per annum.

PROPERTY SUBJECT TO LIEN

Any Member who fails to pay Annual Dues by November 30th of billing year will be subject to lien on their property. All associated lien and legal fees will be the responsibility of the Member, along with outstanding balance, late fees, and accrued interest.

Any Member who fails to make all payments due (including late fees, lien fees, and accrued interest) for a period of TWO (2) years will be subject to foreclosure. All associated legal fees, foreclosure fees and costs will be the responsibility of the property owner along with existing outstanding account balance.

PAYMENT ARRANGEMENTS

Payment arrangements for past-due accounts may be arranged with the Treasurer of the Association, and once approved by the Board, must be paid as agreed to avoid further lien/legal action. Contact the Treasurer via e-mail at Treasmrc@gmail.com to request a payment plan.