



**Sierra Brooks Property Owners Association**  
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**DUES COLLECTION PROCEDURE**  
**As defined by current CC&Rs**

- 1. All Billing Statements will be in the mail by May 21.**
- 2. July 1<sup>st</sup>:** All Annual Dues are due by July 1.
- 3. July 15:** Accounts will become delinquent and a ten percent (10%) penalty based on the total amount owed on the account(s) will be applied (currently \$13.20 per lot or 10%, whichever is greater). A payment plan request will be included with the invoice.
- 4. August 15<sup>th</sup>:** Interest charges accrue at ten percent (10%) of the total balance per year until paid.
- 5. September 15<sup>th</sup>:** The Board of Directors will begin the pre-lien process by sending a pre-lien notice. Once the pre-lien notice has been sent, the property owner has 30 days to make payment in full plus the penalties or request a payment plan option/meeting with the Board of Directors. If no response, the Board of Directors will vote to move forward with the lien process.
- 6. October 15<sup>th</sup>:** Following the Board of Director's "yes" vote, a lien against the property will be filed with Sierra County at the property owner's expense. This lien will only be released once full payment, including penalties, has been received and funds have cleared the financial institution that they are drawn on.
- 7. Following the placement of the lien.....**
  - **Collection Agency:** The Board of Directors will vote on sending delinquent accounts to a licensed collection agency. Following a "yes" vote, the property owner will receive notice that if payment is not received within 10 days or, a payment plan/meeting with the Board of Directors to discuss payment options is not secured within those 10 days, the account will be turned over to the licensed collection agency.
  - **Small Claims Court:** The Board of Directors may vote to pursue payment through a small claims court.
  - **Foreclosure:** The Board of Directors may vote to pursue foreclosure on the property.

To avoid excess payments of late fees, a lien placement and other legal recourse please make sure to pay your dues on time. Effective immediately, the Board of Directors will be taking a stronger stance against property owners who have become delinquent.

Thank You,  
Board of Directors  
The Sierra Brooks Property Owners Association

Revised: 12.18.2021