

Assessment Notice & Liens

Guidelines

- Board shall declare the assessments levied due and payable anytime after 30 days from the date of the levy. (WI Statute)
 - The notice of the amount of the assessment and the date on which it becomes payable shall be mailed. The notice shall allow at least 30 days from the date of the notice is sent out for payment of the assessment.
- In the event that the assessment remains unpaid for a period of 60 days from the date of the levy, the Board may file a claim for a maintenance lien against the lot (WI Statute).
 - The claim can be filed at any time within 6 months from the date of the levy. For example, if the levy was declared at the annual meeting (1st Monday of November, the Board has until the 1st Monday of May to file the lien.
- Once the lien is filed, it accrues at an interest rate of 12% (WI Statute).
 - Statute of limitations is 6 years.
- A late charge of \$20 maybe imposed by the Board if any assessment remains unpaid by the 10th of the month when due (By-Laws).
- Annual meeting held on the 1st Monday in November. (By-Laws)

Annual Assessment Example

- Annual meeting held on the 1st Monday in November (By-Laws).
- Mail Assessments by the end of January (Suggest the by the end of the 3rd week).
- Assessments due by March 1st.
- Late fee applied on March 10th.
- Maintenance lien initiated for filing on April 1st.