



**Oakmont West Country Club Estates HOA**  
Delinquent Account Process Procedure

- I. All homeowner account balances will be reviewed periodically. Any owner with a balance over one-year (1) and less than two (2) years delinquent will be reviewed by the HOA Board during a monthly Board meeting in order to determine next steps in the account collection process. The homeowner will be sent a Delinquent Account Demand Notice.
- II. All homeowner account balances will be reviewed periodically. Any owner with a balance over two (2) years delinquent will be reviewed by the HOA Board during a monthly Board meeting in order to determine next steps in the account collection process.
- III. After reviewing the delinquent accounts, the Board will instruct Accounts Manager to:
  - A. Send a Delinquent Account Demand Notice to homeowner
  - B. Post reasonable administrative fees to owner account's for processing
  - C. Include Association Payment Plan Agreement Application
  - D. After 30 days expires, Board will be advised of the homeowner's action or lack of action
- IV. The Board will instruct the Accounts Manager to:
  - A. Send Notice of Intent to Record Assessment Lien Notice to owner
  - B. Post reasonable administrative fees to owner account's for processing
  - C. After 30 days expires, Board will be advised of the homeowner's action or lack of action
- V. The Board will instruct the Accounts Manager to contact the Association's Attorney and provide:
  - A. Owner's name
  - B. Owner's Physical address
  - C. Legal address of Property
  - D. Amount of the Delinquent Account
  - E. All copies of HOA documents attempting to collect delinquent balance
- VI. The HOA attorney will send Intent to Record Assessment Lien Notifications to owners. HOA Attorney will send updates to the Account Manager as responses are received. Owners may also reach out direct to HOA management or Board members.



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- VII. Owners may pay in full or request an Association Payment Plan Agreement. The Board must approve any payment plan requested by owner and enforce the Oakmont West HOA Payment Plan Policy as outlined in the Dedicatory Instruments.
- VIII. If an owner has not responded to the Intent to Lien Notification within 30 days by making:
- A. Payment,
  - B. Request a Payment Plan Agreement or
  - C. Notifying the Board of extenuating circumstances
  - D. The Board will have the HOA Attorney to Record an Assessment Lien on the property with the Denton County Tax Office and notify the owner
- . The Board may have the HOA Attorney send an Intent to Foreclose Notification to the owner or determine other reasonable action.
- IX. After 180 days after the Assessment Lien has been recorded, the Board will approve sending an Intent to Foreclose Notification, the Account Manager will post attorney and administrative fees to the owner's account.
- X. After 30 days, any owner who has not responded to the Intent to Foreclose Notification within the legal timeframe as set forth by the law, owners will have their account reviewed by the Board.
- XI. With the guidance of the HOA attorney, the Board will review and determine if foreclosure process is warranted.