

BEHA Policy
Applying a Lien to Members Property
March 20, 2005

The following lists the requirements for any lien that will be applied to a member's property.

1. The "Assessment Notice Timing" must be followed.
2. After the second assessment notice, contact the BEHA member by phone.
 - Exception- if phone number is unavailable.
3. If contact by phone is unsuccessful, make an attempt to visit the member in-person.
 - Exception-If member does not live in Bayview Estates
4. A motion is to be made and approved by the BEHA board prior to instructing our attorney to apply the lien.
5. The BEHA attorney is to be instructed in writing to apply the lien. In the letter, outline the attempts to notify the delinquent member.