

Timbers Jupiter
Eagle Tree Condominium Association, Inc.
2021

Billing Collection Schedule

| DAYS PAST DUE | DATE | DAY | ACTION | COMPLETED BY | NOTES |
|---------------|----------|-----|--|--|---|
| | 11/2/20 | Mon | Annual Billing Statement mailed to all Owners. | TIMBERS CONTROLLER | The Annual Billing Statement must contain the following language: "IF THIS INVOICE IS NOT PAID WITHIN SIXTY (60) DAYS AFTER THE DATE OF THIS INVOICE: (A) COLLECTION OF THE MEMBERSHIP DUES EVIDENCED BY THIS INVOICE MAY BE TURNED OVER TO A COLLECTION AGENCY OR THE ASSOCIATION'S COUNSEL; (B) YOU MAY BE LIABLE FOR THE FEES AND COSTS OF THE COLLECTION AGENCY OR THE ASSOCIATION'S COUNSEL; AND (C) A LIEN MAY RESULT THEREFROM." |
| | 11/7/20 | Sat | Email blast to all Owners advising that the Membership Dues Annual Billing Statements have been transmitted. | TIMBERS GENERAL MANAGER | |
| | 11/28/20 | Sat | Email reminder by Timbers to Owners who have not paid that Membership Dues are due on Friday, Dec. 1. | TIMBERS GENERAL MANAGER | Courtesy reminder that billing due date is Friday, Dec. 1. |
| | 12/2/20 | Wed | Billing Due Date | | |
| 5 | 12/7/20 | Mon | Email blast by Timbers to all past due Owners. | TIMBERS GENERAL MANAGER | Courtesy past due reminder explaining no interest or late fees will accrue if the Membership Dues are paid in full by Monday, Dec. 11. |
| 5 | 12/7/20 | Mon | Courtesy call by Timbers Controller to all Owners who have not paid prior to late fee assessment (Call #1). | TIMBERS CONTROLLER | NOTE - Do not make first call any earlier than 5 days prior to late fees being assessed. |
| 10 | 12/12/20 | Sat | End of grace period related to the accrual of late fees and interest. | TIMBERS CONTROLLER | Interest begins to accrue from due date of assessment and \$25 late fee assessed. |
| 11 | 12/13/20 | Sun | Timbers Controller to follow up and call owners (Call #2) that paid post 12:01am on the 11th day when their accounts were not updated with interest and late fees. | TIMBERS CONTROLLER | |
| 15 | 12/19/20 | Sat | Timbers to transmit letter to delinquent Owners by mail and email explaining: (a) intent to turnover to Association counsel for collection; and (b) the accrual of an administrative late fee and interest at the rate of 18% per annum (collectively, " Non-Payment Consequences "). Letter will include updated statement. | TIMBERS CONTROLLER & GENERAL MANAGER | Letter to include updated statement with current amount owed including late fee and interest. |
| 30 | 1/3/21 | Sun | Timbers Controller to review and transmit the delinquent list to Association counsel. | TIMBERS CONTROLLER | Send delinquent list to Richard Percic. |
| 30 | 1/3/21 | Sun | Timbers Controller to place all delinquent accounts in "legal status". | TIMBERS CONTROLLER | |
| 31 | 1/4/21 | Mon | Timbers Controller contacts each delinquent Owner by telephone to determine the reason for non-payment, prepares a situation report and provides the situation report to the Board of Directors. | TIMBERS CONTROLLER | After phone calls are made, Controller to provide situation report to General Manager and COA Board of Directors. |
| 31 | 1/4/21 | Mon | Association counsel prepares lien notice letter and denial of use and rental letter and transmits said letters to all delinquent Owners. | TIMBERS CONTROLLER / ASSOCIATION COUNSEL | |
| 60 | 1/31/21 | Sun | End of grace period related to denial of use and rental. | | Grace period = 60 days for denial of use. |
| 61 | 2/1/21 | Mon | Denial of use for all delinquent Owners; letter to be transmitted by Timbers to all delinquent Owners regarding denial of use and rental. | ASSOCIATION COUNSEL | Timbers Club Reservations team to lock out all delinquent reservations in Opera PMS. |
| 61 | 2/1/21 | Mon | Timbers Controller forwards delinquent accounts to Association counsel to prepare Claims of Lien. Association counsel prepares Claims of Lien and transmits the Claims of Lien to the Association President or other officer for execution. (Association counsel pays all fees and bills Association for its attorneys' fees and costs at the end of each month. No retainer is required.) | TIMBERS CONTROLLER / ASSOCIATION COUNSEL | |
| 70 | 2/10/21 | Wed | Executed Claims of Lien transmitted by Association counsel to the recording division to be recorded in the Public Records. | ASSOCIATION COUNSEL | |
| 85 | 2/27/21 | Sat | Association counsel provides a copy of all recorded Claims of Lien to Timbers. Association counsel requests status of payment from Timbers Controller. If any payments have not been received, Association counsel prepares foreclosure notice letters and transmits foreclosure notice letters to all delinquent Owner. | TIMBERS CONTROLLER / ASSOCIATION COUNSEL | |
| 120 | 4/3/21 | Sat | Association counsel requests status of payment from Timbers Controller. If any payments have not been received, Association counsel completes a name search to determine if the Club Home Interest is encumbered by a mortgage and the amount if so encumbered. Association counsel contacts the President and Treasurer and advises of the status of title with regard to each Club Home Interest and requests advice with regard to whether an action for foreclosure and damages or an action for damages only should be filed. | TIMBERS CONTROLLER / ASSOCIATION COUNSEL / COA PRESIDENT AND TREASURER | |
| 120 | 4/3/21 | Sat | If a foreclosure action is required, a foreclosure title commitment is ordered by Association Counsel from the title underwriter and the Complaints for damages only actions are prepared. | ASSOCIATION COUNSEL | |
| 130 | 4/11/21 | Sun | Upon receipt of the foreclosure title commitments, Complaints for foreclosure and damages are prepared and filed. | ASSOCIATION COUNSEL | |