



Billing Procedure for Collection of Association Assessments & Marina Fees

Collection of Association Assessments

- December On the 1st of December, invoices are mailed to members for the January 1st assessment payment (half of the annual fee).
- January If assessments are not paid by January 31st, a late notice is mailed to the member by Feb. 5th including a \$20.00 late fee.
- February If assessments are not paid by last day of February, a 15-day notice is mailed to the member by March 5th including a second \$20.00 late fee.
- March If assessments are not paid by March 31st, the account is given to the Association's attorney by April 5th. Late fees continue to accrue at \$20.00 per month.

***Marina Gate Card will be deactivated once the account is turned over to the attorney.*

- June On the 1st of June, invoices are mailed to members for the July 1st assessment payment (second half of the annual fee).
- July If assessments are not paid by July 31st, a late notice is mailed to the member by Aug. 5th including a \$20.00 late fee.
- August If assessments are not paid by August 31st, a 15-day notice is mailed to the member by September 5th including a second \$20.00 late fee.
- September If assessments are not paid by September 30th the file is given to the Association's attorney by October 5th. Late fees continue to accrue at \$20.00 per month.

***Marina Gate Card will be deactivated once the account is turned over to the attorney.*

- December The process noted above begins for the next payment year.

NOTE: There can be no contact between the homeowner and the management company once the member's account is turned over to collections with the Association's attorney. Payment will no longer be accepted by the management company and access to the payment portal will be denied. All questions about the account are to be directed to the attorney's office, including payment options.

Homeowners can avoid late fees and collection notices by registering for ACH which withdraws assessments directly from your checking account. This option is secure and hassle-free.



Marina Billing and Collections Policy

The total number of Non-Resident Marina Members will not exceed ten (10%) of the total number of Association members.

The Marina Membership runs through a full calendar year starting in 2024.

Collection of Marina Memberships

December On the 1st of December, invoices are mailed to members for the January 1st Marina Memberships Fees. Included in this invoice will be a notice that Marina Memberships are now for a calendar year and ALL memberships are to be paid by January 31st.

Lake Jeanette Swim and Tennis Members are responsible for sending in their proof of eligibility and renewal form with their payment.

The Property and Operations Manager will send out email blasts alerting of changes and reminding members that Memberships will not be renewed without both payment and renewal form.

January If fees are not paid by January 31st, a late notice is mailed to the member by Feb. 5th including a \$20.00 late fee.

February The last day of February the renewal membership application and payment must be provided to Slatter Management to maintain your membership.

All non-resident members from Northern Pointe, Jacobs Way, Brownstones, and Lenoir Warehouse Group (LWG) Authorized Members who were members the previous year will be eligible to renew their membership by filling out a new Marina Application and paying the Membership fee when invoiced in December and pay no later than the last day of February. If payment is not made by this date the card will be deactivated and future membership will no longer be available.

If not paid, your membership is deactivated.

New membership applications will be accepted by the Property & Operations Manager only. Applications will be reviewed and determined based on availability starting March 1st.

Collection of Marina Rental Fees

December On the 1st of December, invoices are mailed to members for the January 1st Marina Rental Fees including dry dock storage, boat slips, and rack spaces. Included in this invoice will be a notice of increased late fees. Property and Operations Manager to send out email blast alerting changes and reminding members of the terms in their rental contract.

January If fees are not paid by January 31st, a late notice is mailed to the member by Feb. 5th including a \$20.00 late fee.

February The last day of February, a lock will be placed on the rental item until all fees are paid in full.