

JAMES LANDING PROPERTY OWNERS' ASSOCIATION INC.

POLICIES AND PROCEDURES

**Policy No: 007-5 ASSESSMENT BILLING**

**Policy:** It is the policy and responsibility of JLPOA Board of Directors to uphold the Covenants, Conditions and Restrictions (CC&R's), Design Standards, and the By-Laws as recorded in the State of Florida, County Court House of Brevard, on October 24, 1994. When a person purchases a home in James Landing, they in fact sign a contract to adhere to the CC&R's, Design Standards, and the By-Laws, part of which is payment of assessments annually. When they do not adhere to these regulations they have in fact broken or violated the contract and are liable for court action.

**Procedure:**

1. October 1 Board meeting each year, determine the assessment dues for the following year.
2. November 1<sup>st</sup> Assessment invoices should be mailed out by November 1<sup>st</sup> of each year using the format as in Attachment A, notifying homeowners that assessments are due no later than January 1st.
  - Each home owner receives a copy of the invoice.
  - In the case of an absentee owner, where the property is rented out, the invoice must be mailed to the actual owner.
  - The mailing must be sent out in envelopes, with a return self addressed envelope enclosed for the resident to return a check.
  - Separate by zip code, and take the entire mailing to Address N Mail Services where James Landing has an account. They are located at 404 East New Haven Avenue, Melbourne, 32901. Phone 729-6245. Be sure to tell them that the billing must go first class mail.
3. January 1<sup>st</sup>. Due date for assessment. Pick up mail from mail box daily, and make bank deposits as soon as possible. Do not accumulate a large number of checks before making a deposit. Make a copy of the deposit slip and each check being deposited before taking to the bank.
4. February 1<sup>st</sup>. Notify residents who have not yet paid their dues that they are now in arrears and will be charged a \$5 late fee for each month they are late. Send out a reminder notice as directed in Policy & Procedure 007-2
5. March 1<sup>st</sup>. Send out a "Notice of Intent To Lien" to those who have not paid their dues following the directions in Policy & Procedure 007-2.
6. April 1<sup>st</sup>. File liens on the property where payment of dues has not been made.

# JAMES LANDING PROPERTY OWNERS' ASSOCIATION

*3682 N. Wickham Rd, B1-327  
Melbourne, FL 32935*

President: K. Singleton  
Vice President: G. England

Secretary: G. Robinson  
Treasurer: M. Robinson

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November 15, 2007

## INVOICE

Assessment fees for year 2008	\$140.00
Payments due by January 1, 2008	

### Note:

- Any assessments not paid by January 31, 2008 will accrue late fees at the rate of \$5 per month. Please pay promptly to avoid late fees.
- Liens may be placed on property when assessments are not paid by April 1, 2008.
- Please enclose your check and mail in the envelope provided.

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Maynard W. Robinson  
Treasurer

ATTACHMENT  
A