

Orcas Highlands Association

P.O. Box 474, Eastsound, WA 98245 www.OrcasHighlandsHOA.com

Orcas Highlands Association (OHA) Policy on Past Due Accounts

The board takes overdue accounts very seriously. This policy will be followed when members have an unpaid balance due over 60 days. The board will make concerted efforts to get such arrears collected before further action is taken, as follows. When an owner has a balance due exceeding \$300 over 90 days, the board will mail a letter requesting the property owner contact a specified board member within thirty (30) days so that a payment plan can be initiated.

In cases of non-response, the property will be liened and recorded with the San Juan County Auditor. The practice of liening has been used in many instances throughout the history of this association.

If the owner remains nonresponsive or the agreed-upon payment plan is not followed, a second letter will be sent with notification that water will be turned off within thirty (30) days if a payment plan has not been initiated and/or the previously agreed-upon payment(s) has not been received when due. The costs of turning the water service off and securing the meter will be billed to the owner. Likewise, the cost of re-establishing water service will be similarly invoiced.

Interest is assessed at 1.5%/month on all overdue accounts.

Should a property in arrears be vacated, the water meter will be turned off immediately. The costs of the shut-off and resumption of service will be invoiced as noted above.

The OHA Board of Directors adopted this policy at a regular board meeting on March 21, 2011. Payment of water and such other charges established by the membership are absolute obligations of all property owners in Orcas Highlands and Otters Lair whom we serve with water through the OHA distribution system.