

## SK MAINTENANCE FEE COLLECTION PROCEDURES 2016-2017

**Per the Court Order and Final Judgment of 1985, Article 6 states:**

In addition to the previously mentioned initial maintenance fee and special assessment(s) for BET purchase herein, each owner of a lot shall pay the Swann Keys Civic Association annual assessments or charges and special assessments for capital improvements and operating, repair and replacement reserve funds. The annual and special assessments, together with interest, costs and reasonable attorneys fees, shall be a charge on the land of each lot owner and shall be a continuing lien upon the property against which such assessment is made, provided however, that it shall be subordinate to mortgage liens of record against said property. The sale or transfer of any lot shall not affect the assessment lien except by foreclosure of a first mortgage lien.

Each such assessment; together with interest, costs, and reasonable attorneys' fees for the collection thereof, shall also be the personal obligation of the person who is the owner of such property at the time when the assessment fell due.

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- The Swann Keys Maintenance Fees are mailed out mid May.
  - **June 1<sup>st</sup>**: SK Maintenance Fees are **due**.
  - **July 1<sup>st</sup>**: SK Maintenance Fees are **late**.

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- **July 1<sup>st</sup>**: A statement with all fees owed will be sent to the property owner with a \$50.00 Administrative fee.
  - **August 1<sup>st</sup>**: A hard collection letter will be sent to the property owner.
  - **September 1<sup>st</sup>**: (90 days from Maintenance fee due date) All outstanding accounts will be sent to the attorney for collections, with the **exception** of the property owners who have made other payment arrangements.

**The property owner is responsible for all expenses related to attorney, filing and court fees.**