Plantation Harbor Property Owners Association
200 Antebellum Drive, Havelock, NC 28532
www.plantationharbor.org

REGULATION #24-02
PHPOA DUES PAYMENTS

DATE APPROVED: August 13, 2024 **This regulation rescinds 07-02.**

This regulation defines the PHPOA monthly dues/assessment policy as operationalized in April 2024.

The PHPOA Covenants require notification to all members of the monthly dues ONLY WHEN A CHANGE occurs. As a courtesy, not as a requirement, PHPOA sends out monthly bills; with or without these reminders, members are responsible for paying their monthly dues. When required, the following steps will generally be undertaken in attempting to seek payment:

1. Typically, PHPOA bills are sent out the last week of each month.

2. The dues are DUE (owed) to the Treasurer by the 1st of the month (this is the first month for this payment).

3. Dues are considered in default, or LATE, if not received by the Treasurer within 21 days of the due date.

4. If dues are not received by the sending of the next (second) month's bill, then the dues reminder will include a LATE PAYMENT WARNING. Payment is now almost a month past DUE. The dues notice will show the amount due for the coming month as well as the Past Due/Late amount from last month. REMEMBER PAYMENTS AND BILLS MAY CROSS IN THE MAIL

5. If payment <u>in full</u> is not received by the 15th of the (second) month, a LATE fee is added.

6. If dues are not received by the sending of the next (third) month's bill, then the dues notice will include a LATE PAYMENT NOTICE. Payment is now almost two months past DUE and is almost a month LATE. The notice will show the amount due for the coming month, the Past Due/Late amount from the last two months, and the Late Fee.

7. If payment <u>in full</u> is not received by the 15th of the (third) month, as specified in our Covenants, legal proceedings leading to a lien on the property involved will be initiated and other legal action may be pursued.

Any member unable to comply with the provisions of this Regulation should contact the T reasurer or a Director to discuss the specifics of their case. If a member is behind in payments to PHPOA, the debt must be paid <u>in full</u> to halt the above steps. A pause in this sequence of steps may be initiated if the member works out, and adheres to, a satisfactory payment plan. The Treasurer may work out a payment plan and/or waive LATE fees once per calendar year for any member. Any additional actions require approval of the directors.

If a member is behind on dues, unless a plan is negotiated or the dues are paid in full, the above steps will be taken; partial payments will not suffice. Each step is triggered by a continuing debt owed independent of the amount.

If a member owns multiple lots and makes only a partial payment, this payment will be credited to the oldest outstanding dues owed unless otherwise specified. Each lot is treated separately, and equally, except if liens are placed on multiple lots at the same time, then the administrative/legal fee for liens after the first will be less as shown on Regulation 24-01, "PHPOA Deposits & Fees."

As with PHPOA bills, the LATE PAYMENT WARNING/NOTICES are a courtesy, not a requirement. In case of a repeat offender, PHPOA may go directly to the legal steps leading to a lien and not repeatedly go through all of the above steps.

If a lien is in place, the Treasurer will continue preparing monthly bills for dues only, but the total owed will consist of the monthly dues owed, late fees, administrative/legal fees, and interest as specified in our Covenants. This actual total amount will not be calculated and shown on each bill but will be calculated when settlement is reached and is to be paid before the lien will be removed.

Dues may be paid in advance, but no discounts for prepayment are provided.

APPROVED:

/s/	/s/	/s/
J. Nevius Director, PHPOA	W. Kramer Director, PHPOA	N. Provost Director, PHPOA