

Title: Claim of Lien

Purpose: This policy explains the procedure for filing a Claim of Lien on a unit that is at least ninety (90) days in arrears

I. Why Do We File a Claim of Lien

1. When a unit is at least ninety (90) days in arrears of either monthly or special assessment payments.

II. What Steps Are Taken to File a Claim of Lien

1. Thorough research of financial payments for unit in arrears, determining the accurate dollar amount homeowner owes.
2. A ninety (90) day letter, sent via registered mail, to homeowner indicating total amount due, date on which amount is due, and that this is the final action before Claim of Lien is placed on unit.
3. Owner is notified in 90 day letter that they are responsible for all attorney fees and court costs due to Claim of Lien.
4. Notify Holiday Beech Villas (HBV) President and Treasurer by fax, e-mail or in person of amount due and received approval for Claim of Lien.
5. Once approval from officers is given, notify HBV attorney, or attorney's representative (herein referred to as attorney), in writing, regarding unit number, unit owner, owners address and total amount due.
6. HBV's attorney will mail Claim of Lien to HBV's President, or designated officer (herein referred to as HBV representative), for signature.
7. HBV's attorney will file Claim of Lien.

III. Can a Homeowner Go On a Payment Plan to Payoff Debt

1. After receiving Claim of Lien, if owner contacts HBV office with form of payment of debt owed, they will be referred to the HBV representative and that representative will exclusively work out a payment plan with owner. The HBV representative will then notify the office of payment plan.

IV. When is the Claim of Lien Removed

1. The Claim of Lien will not be lifted until ten (10) days after the entire debt is satisfied.