

**Honey Creek at Bailey Ranch Property Owners' Association**  
**Collection of Property Owners' Dues Policy**  
**Approved by Board of Directors**  
**Effective January 1, 2013**  
**Amended January 8, 2020**

It is not the intent or the desire of the Board of HCBR to utilize any of its policies to generate revenue. It is our duty to collect property owners' dues in a reasonable, fair, and equitable manner. We believe strict enforcement of all policies approved by the Board will assist us in doing so. **Property Owners who have not paid their dues are not entitled to any of the privileges otherwise available to them, including, but not limited to, use of the common areas, neighborhood sponsored events, and voting rights.**

The following timeline is the policy and procedure for enforcement of the collection of property owners' dues effective January 1, 2013 and continuing thereafter until revised or amended. This policy should help prevent misunderstandings concerning the payment of dues. The policy is as follows:

- **December** – HCBR annual property owners' dues for the upcoming year are invoiced.
- **January 1** – Annual property owners' dues are payable in full.
- **February 1** – All unpaid account balances are now delinquent. First delinquency notices are mailed to all property owners who have not paid in full.
- **March 1** - Second delinquency notices are mailed to all property owners who have not paid in full notice that all past due balances are now accruing monthly late fees as of March 1, and any further collection efforts will be charged to their account balance.
- **May 1** – Certified letters are mailed to all delinquent property owners, and the cost of the letters are billed to each property owner receiving the notice. The letter will inform the property owner that a lien will be filed against the property if the entire balance is not paid in full by May 31.
- **June 1** – HCBR Attorney files liens against the property of delinquent property owners. The cost of the lien and release is charged to the property owner.
- **December** – A demand letter will be sent from the HCBR attorney demanding payment in full by December 31<sup>st</sup>.
- **January 1** – Legal action, including but not limited to foreclosure, will begin.
- **If a homeowner becomes a year or more behind on dues other legal action may be pursued.**

The Board of Directors may expedite filing a lien and take any such other action deemed necessary to protect HCBR's interests and rights at anytime after the second notice if it seems clear to the Board that the property owner has no intention of paying his dues and/or appears to have abandoned or failed to maintain his property. The Board of Directors reserves the right to modify or amend this policy at anytime.

If you have any questions regarding this policy, please contact the Board through our website [www.honeycreekhoa.com](http://www.honeycreekhoa.com) or by mail P.O. Box 1412 Owasso, OK 74055.

**Remit Payments** to Honey Creek at Bailey Ranch P.O. Box 1412 Owasso, OK 74055. Dues can also be paid online at [www.honeycreekhoa.com](http://www.honeycreekhoa.com). A convenience fee is charged for online payment.