

# Chestnut on the Green Phase II

Date: June 21, 2006  
 To: Chestnut on the Green Phase 2 Homeowners  
 From: Board of Directors  
 Subject: **Approved Delinquency Procedure**

The Board has the duty to collect assessments to sustain operations. Assessments are due on the first day of each month, and are delinquent if not paid after that date. A late charge will be assessed for payments that are not received by the 15<sup>th</sup>. Note that action shown below is permitted by the Illinois Condominium Property Act and the Illinois Forcible Entry and Detainer Act.

<b>Delinquency Period</b>	<b>Action</b>
After 15 days	<b>\$25</b> delinquency fee added to homeowner's account. If a delinquency already exists, any payment is applied to the oldest amount due.
After 45 days	The homeowner's account is turned over to the attorney for collection. A demand letter is sent by the attorney notifying that the full amount of the delinquent assessment must be paid within 30 days or the owner's right to possession of the unit will be terminated. Partial payment is not accepted for accounts in collection. The letter is to be sent via certified and regular mail. The attorney may also place a lien on the unit. The cost for this action and the fee is added to the homeowner's account.
After Expiration of Demand Letter	A Forcible Entry and Detainer Lawsuit is filed. The cost and fees for this action are added to the homeowner's account. If a judgement is rendered in favor of the Association and against the owner, then fees are to be paid by owner in a time frame per judge's order (usually 60-90 days). If judgement is not paid, then an order will be entered allowing the Association to take possession (but not ownership) of the unit.

### **Example of Action on Delinquent Account**

Jan 1	Assessment due.
Jan 16	\$25 delinquency fee is added to assessment.
Feb 16	The account is turned over to the attorney for collection.