

Coleson Cluster Association Collections Procedure

1/31/13

1. When an association member's account becomes two (2) quarters past due, the Treasurer will notify the President of the arrearage and provide the President with a detailed financial accounting of the amounts past due, including all late fees. The President will then send the member a personalized copy of the Coleson Cluster Demand Letter, via US Certified Mail, With Receipt.
2. If within ten (10) days of mailing the Demand Letter the association member fails to pay the arrearage in full, or make other arrangements for payment which the Board agrees to, then a personalized copy of the Notice To File Lien will be mailed by the President to the association member, via US Certified Mail, With Receipt. In addition, other measures may be considered by the Board, as detailed in section 4a-e of the association document titled, Resolution For The Collection Of Assessments, dated 2 March 1998 and 11 February 2013.
3. If within ten (10) days of mailing the Notice To File Lien the association member fails to pay the arrearage in full, or make other arrangements for payment which the Board agrees to, then the President will forward copies of the previously sent Demand Letter and the Notice To File Lien to the cluster attorney, requesting that a lien against the subject property for the amounts due be filed at the Fairfax County Courthouse.