

QCPOA DUES COLLECTION PROCEDURE

1/10 Dues invoices sent to all QCP owners.

3/15 Due date for annual dues for all QCP owners.

4/01 Reminder letter and second invoice sent to all unpaid owners indicating that dues are delinquent and must be paid by 4/30 to avoid penalty.

5/15 Second reminder letter and third invoice sent to all unpaid owners indicating that if the dues are not paid by 6/15, QCPOA will file a statement of lien and they will receive a collection letter from the QCPOA attorney. At this time the QCP owner will be subject to the cost of filing the statement of lien, the cost of releasing the lien, the cost of the attorney letter, and accrued interest on the total unpaid balance at a 12% annual rate from 4/30.

6/15 QCPOA files a statement of lien on the owner's property or properties and the attorney sends the owner a collection letter indicating that if the dues and costs are not paid by 7/15 the QCPOA will initiate foreclosure proceedings.

7/15 QCPOA turns the debt over to the Association attorney for collection.

Note: It is the responsibility of every property owner to inform QCPOA of their correct mailing address. Not providing QCPOA with a current address does not relieve the property owner from the deadlines for payment of dues and/or assessments.