

Lake Wauwanoka Assessment Collection Policy

Date Created: September 19, 2018

Policy Author: Mike Paillou

Date Board Approved: February 28, 2019

Policy Description: This policy will provide the treasurer of Lake Wauwanoka a timeline and direction to initiate the timely collection of annual assessments.

Policy: Annual assessments are to be billed prior to **October 1**, of the current year. These annual assessments will be considered delinquent on **October 31**. A second invoice will be sent to the debtor on **December 1**, of the current year. The Lake Wauwanoka, Inc Assessment Collection Letter (Attachment 1) will be mailed indicating that formal collection efforts will be turned over to the corporation's attorney on February 1.

The treasurer will inform the Board of Directors at the February meeting of all formal collection accounts being processed.

Any deviation from this policy and schedule shall be authorized by a vote of the board of directors on a case by case basis.

Action: (If applicable)

Change Log

Date	Author	Description
8/19/19	Mike Paillou	Created Document