

**Bridle Estates Homeowners' Association (BEHOA)**  
**Collection Policy**  
**Encumbrance "To Secure Monthly Maintenance Charge**  
**Pursuant To The Land Titles Act"**  
**October 09, 2021 (FINAL)**

This policy was developed to establish a timed process to secure past due monthly maintenance fees in accordance with the Articles of the Association and the Encumbrances registered on each homeowner's title for BEHOA.

The fiscal year begins January 1 and fees are subsequently paid at the beginning of each month.

All homeowner notices shall be sent by the Property Manager or the Legal Representative as noted below.

**Procedure for Collections**

2 months:

Cordial letter to homeowner.

3 months:

Demand for payment.

4 months:

Final warning advising that the file will be sent for legal collections.

5 months:

File submitted to BEHOA legal representative.

Approved by Board of Directors October 12, 2021