

## **Lien Policy for Overdue Accounts**

1. When an association member's account, for a given lot, is overdue by 30 days or more (due to non-payment of dues and/or other charges associated with that lot), an account reminder will be sent out by the Treasurer.
2. If the account is not up to date (i.e. zero balance) the Treasurer will indicate the account balance on each successive payment request (semi-annual dues billings, etc.)
3. When an account has maintained a balance for 11 consecutive months, the Treasurer will send to the member a notice indicating that a lien will be placed on the property if the account is not paid in full by the time the account is 12 months overdue.
4. When an account has maintained a balance for 12 consecutive months, a lien on the lot will be recorded at the register of deeds office for Leelanau County.
5. The lien is not required to be updated annually. The Treasurer, however, will maintain a running total (balance) in the account to include unpaid dues, lien fees, legal fees, accrued interest, and any other charges associated with the lot.
6. The lien will be removed only when the account associated with the lot has been paid in full (zero balance).
7. Any exceptions to this policy will be approved by the board.

9/23/15