

**NORTHBAY PROPERTY OWNERS ASSOCIATION**  
**ASSESSMENT COLLECTION POLICY**

*Adopted February 13, 2013, Effective July 1, 2013*

*Amended September 11, 2018*

1. Northbay Property Owners Association Assessments are **due and payable semi-annually on January 1 and July 1 of each year. Partial payments are not accepted (see below).**
2. Assessments remaining **unpaid after thirty (30) days**, (on or about February 1 and August 1, respectively) **will be deemed to be delinquent, and a one-time late charge of \$25 will be added to the account.** Also, all access cards to the pool, tennis courts and marina will be deactivated and a reactivation fee of \$20 per card will have to be paid to reactivate once the account is current.
3. If an Assessment remains **unpaid after sixty (60) day**, (on or about March 1 and September 1, respectively), legal action may be taken on behalf of the Association by the Management Agent and/or the Association's attorney in a court of competent jurisdiction for collection of all sums due, including the delinquent assessment, late charges, legal costs (including fees for title research, processing of records, filing of liens), and attorney's fees, in addition to any and all other charges associated with the collection action. Also, **a \$10 late charge will be applied to the account each month until the account is paid in full.**

In summary:

**January Semi-Annual Assessment**

- **January 1--Due and payable**
- February 1 -- Delinquent, **one-time \$25 late charge applied, \$10 late charge applied each month thereafter** until the account is paid in full. Pool, tennis and marina cards suspended (deactivated). Reactivation will be \$20 per card once account is brought current.
- March 1 -- Legal action may be taken (filing Liens, Suits for Collection, etc); **costs for which will be applied to the account**

**July Semi-Annual Assessment**

- **July 1--Due and payable**
- August 1 -- Delinquent, **one-time \$25 late charge applied, \$10 late charge applied each month thereafter** until the account is paid in full. Pool, tennis and marina cards suspended (deactivated). Reactivation will be \$20 per card once account is brought current.
- September 1 -- Legal action may be taken (filing Liens, Suits for Collection, etc); **costs for which will be applied to the account**