

Brookridge Community Property Owners, Inc.  
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#### **Article VI. Administrative Rules and Regulations**

**Section 2. Collection of Delinquent Annual Assessments.** This rule sets forth the guidelines for the proper and uniform collection of all delinquent annual assessments. This rule is to inform all owners/members of BCPO's delinquent assessment collection policy.

- A. All assessments are due on the first of each month and become delinquent after the last day of the month.
- B. A reminder notice is mailed on the 15<sup>th</sup> noting that after the last day of the month a \$5.00 late fee will be applied to your account.
- C. The second BCPO notice is mailed by registered or certified mail, return receipt requested, and by first-class United States mail to the parcel owner at his or her last address as reflected in the records of the association when payment is past due 45 days, that is the 15<sup>th</sup> day of the second month. This certified mail notice gives them 45 days to become current or the account is sent to the attorney for the lien process.”
- D. After the 45 days have passed, the delinquent assessment file will be forwarded to the Association's attorney instructing him to lien the property. The attorney will then notify the owner by certified (return receipt requested) and regular mail that a lien is being filed against the property.
- E. If the lien is not fully collected within three months of the date of recording or the undeveloped lot not transferred to BCPO (see Section 3 below), the Association's attorney, with approval of the Board, will proceed with foreclosure without further notice to the owner, other than the communications sent from legal counsel for the Association. The only exceptions are:
  1. If the owner is on a pre-approved rapid payment schedule and does not miss a payment.
  2. If the owner has paid the delinquent assessments but chose not to pay the legal fee contained within the lien. Under these circumstances, the attorney shall send a final notice to the owner stating that the unsatisfied lien will remain active until all attorney costs are paid in full.