Greenridge Homeowners Association, Inc. (GHOA)
Delinquent Assessment Collection Policy
2026

Policy Title

This policy is titled the Delinquent Assessment Collection Policy (the “Policy”).

Introduction

Ownership of a home or property in Greenridge Subdivision, Dekalb County, Lithonia, Georgia, automatically makes the owner a member of the Greenridge Homeowners Association, Inc. (the “Association”). All members must pay assessments (dues) and any lawful fines, fees, charges, and costs required under the Association’s governing documents and applicable federal, state, and local laws.

The Association’s Board of Directors (the “Board”) is responsible for approving, levying, and collecting the assessments needed to operate, maintain, and administer the Association. Annual assessments fund routine expenses such as administration, management, common-area maintenance and repairs, landscaping, surveillance systems, legal services, utilities, internet services, communications, and other shared costs. Each year, the Board adopts a projected budget and allocates those costs equally among Greenridge home and property owners. Based on the projected (estimated) budget, the Board determines the amount of the annual or other assessments and bills the home or property owner, and the payment due date.

Purpose and Scope

This policy provides the Association’s approach to assessment billing, determination of delinquency, notice procedures, collection referral thresholds, standards and measures, payment processing, and related administrative provisions.

This Policy establishes a fair, uniform, and consistent process for collecting delinquent assessment accounts in accordance with the Association’s governing documents and applicable federal, state, and local laws; and applies to the members of the Association.

Association Budget Year

The Association’s budget year runs from January 1 through December 31, annually.

Assessment Due Dates

Annual assessments collections are generally conducted once each year and are due annually on February 1, unless the Board sets a different date. Special assessments and other charges are due on the date established by the Board.

Delinquent Assessment

An annual assessment becomes delinquent if it is not received within thirty (30) days after the February 1 due date and is considered delinquent on March 1, annually, unless the Board sets a different date. Special assessments and other Board imposed charges become delinquent thirty (30) days after their specified due date.

Notice of Assessment

Through its designated agent(s), the Association will send each home or property owner an official written Statement of Assessment Due by mail to the home address recorded on file. The notice will identify the amount due, due date, delinquency date, and payment instructions. The statement may also be emailed to an email address on file.

Failure to receive a notice, statement, or bill does not excuse timely payment. Homeowners are responsible for keeping their mailing and email addresses current with the Association via its management company or other designated agent.

Delinquency Reminder Notices

Once an account becomes delinquent, the management company may send monthly reminder notices. Any applicable administrative fees for sending these notices will be charged to the homeowner or property owner. Failure to receive a reminder notice does not excuse nonpayment or relieve the owner of the obligation to pay assessments when due.

Reminder notices may continue until the Board refers the account to an attorney, law firm, or collection agency for legal collection.

Referral for Legal Collection

A delinquent account will generally be referred to the Association’s attorney or collection agent when:

- The account remains unpaid for nine (9) months after the due date;
- The delinquent balance is $460.00 or more, or any other reasonable amount determined by the Board of Directors under the circumstances;
- Potential exists for the statute of limitations expiring which could cause financial risk or harm to the Association to collect the delinquency; or
- A subsequent annual assessment also becomes delinquent.

All reasonable, legitimate and lawful costs of transferring an account for collection will be charged to the owner and added to the delinquent balance.

Late Charges, Interest, and Collection Costs

Delinquent assessments may accrue:

- A late charge of up to ten percent (10%) of the delinquent assessment or ten dollars ($10), whichever is greater;
- Interest at an annual rate not to exceed ten percent (10%); and
- All reasonable and lawful collection costs, including administrative fees, attorney’s fees, court costs, and related expenses.

These charges may become part of the collectible debt and must be paid as required by law before the delinquency is fully satisfied.

Collection of Fines, Fees, and Other Charges

Lawful, legal, and legitimate fines, fees, and other charges will also be referred for legal collection under this Policy.

Application of Payments

Unless otherwise required by law, payments will generally be applied first to outstanding regular assessment, then special assessments, then specific assessments, and then other fees and fines balances.

Designation of Agents

The Board may designate one or more agents, including representation from attorneys, law firms, collection agencies, or management companies, as necessary and legally allowed to collect, manage, administer, and enforce this Policy.

Collection Decision

Under this Policy, the Board will promptly pursue necessary legal, lawful, and legitimate collection actions to the collect the delinquencies, and protect the Association's rights for payment within the applicable four-year statute of limitations, including any judgments and/or decisions resulting from such actions.

Collection actions may include notice of delinquency, demand letters, liens, lawsuits, judgments, garnishments, foreclosures, and any other legal, legitimate, and lawful remedies.

Attorney's Fee Notice

Attorneys seeking to recover attorney's fees in certain collection matters will need to follow proper legal notice procedures, such as, written notice to the owner, a 30-day opportunity to pay, and an itemized list of attorney's fees claimed.

Payment Plans and Settlements

Homeowners may request a payment plan or settlement agreement by submitting a written request through the Association's designated agent, such as its attorney or law firm. The request should include all lawful delinquent amounts, including fees, fines, interest, other costs, and any subsequent assessments still unpaid. The Board may waive late fees or interest on a case-by-case basis.

Approval is at the sole discretion of the Board and its designated agent.

Payment and Correspondence Address

Payments for delinquent amounts and written correspondence about those delinquencies must be sent to the address as directed by the Association's attorney, law firm, collection agency, management company, or other designated agent.

Home and property owners are responsible for confirming the correct payment address and method if they are unsure.

Restrictions on Communication

Once a delinquent account is referred to an attorney or collection agency, the home or property owner must direct all communications about the debt to the Association's attorney or collection agent handling the matter, rather than to Board members or the Association's management company. Board members and the management company are not authorized to discuss the debt with the owner.

Recordkeeping Requirements

Records generally will be maintained for at least 10 years, including records related to assessments, fines, fees, liens, foreclosures, governing documents, and financial information.

Severability

If any provision of this Policy is found invalid, the remaining provisions will remain in full force and effect.

Amendment to Policy

This Policy may be amended, changed, or revised by the Board of Directors from time to time.

Adoption of Policy

This Policy was approved and adopted by the Board of Directors on May 26, 2026, and takes 30 days from the date of distribution and publishing to the Association's home and property owners.