

**AHWATUKEE BOARD OF MANAGEMENT (ABM)**  
Collection Policy

(Revised 2014)

**To ensure the obligations of the Association are met, it is imperative that all lot owners remit the annual lot assessment in a timely manner. A fiscally sound Association safeguards lots in Ahwatukee against blights, deferred or foregone maintenance, special assessments and other detriments. Lot owners who are delinquent with their assessment directly affect the entire community and impact services and improvements. Therefore, the following Collection Policy applies:**

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| December 1 <sup>st</sup> | Statements for the upcoming year lot assessment are mailed to all homeowners via US Mail. Statements are mailed to the address of record during the first week of December and due January 1. (Property owners acquiring property in the months of November and December should contact the Ahwatukee Board of Management to find out if the assessment for the upcoming was paid or will be paid at close of escrow). <i>Note: Annual assessments are not usually impounded with your mortgage impound account. If you have questions, please consult your mortgage lender.</i> |
| January 16               | “Past Due” statements are mailed to all delinquent owners indicating that the account is past due. An \$18 late fee is assessed to the lot owner. Payments must be received by our office on or before close of business on January 15. <b>Postmark dates are not considered “on time”.</b>  |
| February 1 <sup>st</sup> | “Notice of Impending Lien” letters are mailed to all owners with a balance owed indicating that a lien will be filed against the lot if the account is not paid in full by March 1. A fee of \$78.75 will be applied to the lot owner.   |
| March 1 <sup>st</sup>    | Liens are filed for unpaid assessments against lots with the Maricopa County Recorder.   |
| April 1 <sup>st</sup>    | A Complaint will be filed in Small Claims Court. The lot owner will be notified by US Mail or a Process Server. All court costs and attorney’s fees will be charged to the lot owner.  |
| <b>Returned Checks</b>   | A fee of \$25 will be charged on all returned checks.  |