

Oakridge at Cooper Ranch Homeowner's Association
Collection of Property Owners' Dues Procedure
Approved by the Board of Directors – October 14, 2025
Effective January 1, 2026

It is not the intent or the desire of the Board of ORCR to utilize any of its policies to generate revenue. It is our duty to collect property owners' dues in a reasonable, fair, and equitable manner. We believe strict enforcement of all policies approved by the Board will assist us in doing so. Property Owners who have not paid their dues are not entitled to any of the privileges otherwise available to them, including, but not limited to, use of the common areas, neighborhood sponsored events, and voting rights.

The following timeline is the procedure for enforcement of the collection of property owners' dues effective January 1, 2026 and continuing thereafter until revised or amended. This policy should help prevent misunderstandings concerning the payment of dues. The policy is as follows:

- **December** – ORCR annual property owners' dues for the upcoming year are invoiced.
- **January 1** – Annual property owners' dues are payable in full.
- **March 1** – All unpaid account balances are now delinquent and the \$50 late fee has been assessed. First delinquency notices are mailed to all property owners who have not paid in full.
- **April 1** – Second delinquency notices are mailed to all property owners who have not paid in full. Notice that all past due balances have accrued a monthly late fee of \$50 as of March 1 and any further fees/collection efforts will be charged to their account balance.
- **May 1** – Certified letters (Notice to File Lien) are mailed to all delinquent property owners, and the cost of the letters are billed to each property owner receiving the notice. The letter will inform the property owner that a lien will be filed against the property if the entire balance is not paid in full by May 31.
- **June 1** – ORCR Attorney files liens against the property of delinquent property owners. The cost of the lien and release is charged to the property owner.
- **December** – A demand letter will be sent from the ORCR attorney demanding payment in full by December 31st.
- **January 1** – Legal action may include, but is not limited to foreclosure, will begin.