

The Inlets at Riverdale Neighborhood Association, Inc.
Delinquent Account Collection Policies

All quarterly homeowner assessments are due Jan 1st, April 1st, July 1st, and Oct 1st. Any payment received after the 15th of the month is considered late and will be assessed in compliance with the Governing Documents of the Association and/or FS720. The Board of Directors for Inlets at Riverdale Neighborhood Association has enacted the following policies governing the delinquent account collection procedure:

1. First Notice: If the quarterly payment has not been received by the 15th day of the month when due (Jan 15th, April 15th, July 15th, and Oct 15th), a "Late Notice" will be mailed to all delinquent accounts from Access Management. This "Late Notice" will include a late fee the "greater of" \$25 or 5% of the past due assessment and interest, accruing at 18% per year. In addition, Access Management will assess the Association a **\$10.00** collection charge to cover administrative costs which will not be passed on to parcel owners. The Association must cover the cost of the collection charge, per statute. The First Notice Template is attached in Exhibit "A".
2. Notice of Late Assessment: If the quarterly payment has not been received within 30 days of the First Notice, a "Notice of Late Assessment" will be mailed from Access Management. This "Notice of Late Assessment" will include Late fees and interest that will continue to accrue if not paid. In addition, Access Management will assess the Association a **\$75.00** collection charge to cover administrative costs which will not be passed on to parcel owners. The Association must cover the cost of the collection charge, per statute. The Notice of Late Assessment Template is attached as Exhibit "B".
3. Notice of Intent to Record a Claim of Lien: If an assessment remains unpaid more than 30 days after delivery of the Notice of Late Assessment, Access Management will transfer the account to the Association's attorney for a fee of \$100.00, which will be paid by the Association. A "Notice of Intent to Record a Claim of Lien" will be mailed to the Owner by the Association Attorney. This notice will be sent via certified and regular mail to the parcel address and to the address on file with the Association if different from the parcel address, and will include a summary of the amount due including Maintenance Fees, Late Fees, Interest, Certified Mail Charges, etc. Attorney's fees and other charges will accrue. Payments received to settle accounts will be sent to Access Management from the Association's Attorney.
4. Collections: If full payment is not received within 45 days from the date of the Notice of Intent to Lien, the Association's Attorney will continue the formal collections process. Attorney's fees and other charges will accrue. In the event the delinquent assessment remains unpaid for 45 days after the date of the Notice of Intent to Lien, the Association will record a Claim of Lien and provide a final "Notice of Intent to Foreclose" to the Owner. No further notices will be provided to an Owner before a lawsuit is filed.
5. In accordance with Chapter 720 of the Florida Statutes, any payment received by an association and accepted shall be applied first to any interest accrued, then to any administrative late fee, then to any costs and reasonable attorney's fees incurred in collection, and then to the delinquent assessment.
6. All homeowners are encouraged to pay their assessments on time to avoid these additional charges.

Owners can view account balances, make payments, and view payment history by logging into the Inlets at Riverdale Neighborhood Association, Inc. website managed by Access Management. Once an account has been turned over to the attorney for collection, all payments must be processed by the Association's attorney.

Policy Approved by Board of Directors at the Board of Directors Meeting held on July 28, 2025.

Barbara Roehl

Barbara Roehl (Jul 30, 2025 09:58:54 EDT)

Barbara A. Roehl, Treasurer

Jul 30, 2025

Date

EXHIBIT "A"

First Notice Template

Friendly Reminder

«Mailing Address With Name»

Reference Account #	«Property Address 1» «Account Number»
Balance Due Due Date	«Balance» Upon Receipt

Dear Property Owner(s):

Our records show an unpaid balance on your account for the following charges:

«Balance Summary (No Subledger)»

«Association Name» relies on your prompt payment of assessments so that it may meet its obligations in a timely manner.

For your convenience, we have provided the following payment options:

➤ **Association Portal: Home.AccessDifference.com**

- Payment made through this platform will appear immediately on your ledger. This is the fastest option to remit payment.
- For new users, please select 'Sign up' and register using your account number listed above and «Portal Key».

➤ **Sending Check, Money Order, or Bill Pay:** *Mailed payments that are delayed due to the USPS are not the responsibility of the Association and are subject to late fees and penalties as outlined in your Governing Documents if not received timely.*

- **Mailing Address:**

«RemittanceAddress», «RemittanceCity», «RemittanceState», «RemittanceZip»

- **All payments should be made payable to: «Association Name» and include your account number in the memo line.** *Do not make payable to 'Access Management.'*

Payments that are not made payable to the Association and/or do not have the account number included will incur extended processing times. This may result in penalties assessed due to non-payment while undergoing research.

Please submit your payment upon receipt of this notice to avoid any additional late fees, penalties and/or potential attorney's fees.

Please submit any inquiries or requests through the Association's portal for further assistance or information.

Sincerely,

«Association Name»

EXHIBIT "B"

Notice of Late Assessment Template:

Notice of Late Assessment		DATE
«Mailing Address With Name» [If Mailing Address on File with the Assoc. is not the Parcel Address, ALSO Mail to Parcel Address]	Reference Account #	«Property Address 1» «Account Number»

Dear Property Owner(s):

The following amounts are currently due on your account to «Association Name» and must be paid within thirty (30) days of the date of this letter. This letter shall serve as the Association's notice of its intent to proceed with further collection action against your property no sooner than thirty (30) days from the date of this letter, unless you pay in full the amounts set forth below:

Maintenance due (dates) \$.

Late fee, if applicable \$.

Interest through (dates) * \$.

TOTAL OUTSTANDING \$.

*Interest accrues at the rate of 18% per annum.

Sincerely,

«Association Name»

NOTE: Payment options are on the next page.

For your convenience, we have provided the following payment options:

➤ **Association Portal: Home.AccessDifference.com**

- Payment made through this platform will appear immediately on your ledger. This is the fastest option to remit payment.
- For new users, please select 'Sign up' and register using your account number listed above and «Portal Key».

➤ **Sending Check, Money Order, or Bill Pay:** *Mailed payments that are delayed due to the USPS are not the responsibility of the Association and are subject to late fees and penalties as outlined in your Governing Documents if not received timely. We urge all owners to utilize the secure online platforms available for remitting payment timely.*

- **Mailing Address:**
«RemittanceAddress», «RemittanceCity», «RemittanceState», «RemittanceZip»
- **All payments should be made payable to: «Association Name» and include your account number in the memo line.** *Do not make payable to 'Access Management.'*

Payments that are not made payable to the Association and/or do not have the account number included will incur extended processing times. This may result in processing payment while undergoing research.

Collection Policies - IAR - July 2025

Final Audit Report

2025-07-30

Created:	2025-07-30
By:	Jami Herter (jherter@accessdifference.com)
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