

Greenfield Creek

Membership Dues, Payment and Collection Procedures

Dues for the upkeep and maintenance of commons areas and ponds are assessed annually.

- In March, the annual budget is sent to all members with the Annual Assessment (dues) per household for that year.
- Invoices will be sent by April 1
- Dues are due and paid by April 30
 - Dues may be paid by email or online via credit card or ACH (pay by check)
 - If you are unable to pay via online/email, please send your payment to:

Greenfield Creek POA
P.O. Box 2032
Valparaiso, IN 46384
- On May 5th, any households who have not paid, or arranged for payments, will be sent a letter to give notice of past due.
 - A late fee of \$25 is assessed with the issuance of the letter.
- If payment of at least half the outstanding balance is not paid or payments arranged by May 31, action will be filed in small claims court in Porter County for the outstanding balance
 - The delinquent member will incur attorney's fees and expenses (\$1,000).
 - Interest on the amount due plus the fees and expense will accrue at 10% annually until paid in full.
- June 1 (or shortly thereafter), if payment has not been received, the claim filing process will begin.
 - If arrangement is made to pay or settle prior to hearing, it should be considered.
 - If the hearing is held and found in favor of the Board, then a payment plan with automatic debit will be offered.
 - Full payment, or partial payment agreed by the Board, will need to be made prior to year-end.
 - As long as there is an outstanding balance, the household's voting privilege is suspended.
- If full payment or payment plan is not put in place within 30 days of the hearing decision, then the process to record a lien on the property will be completed.

Exceptions to the above procedure may be made, at the Board's discretion, for unusual circumstances such as pandemics.