

# 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 to be 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 with the Board by May 31,**
  - Interest on the amount due plus the fees and expense will accrue at 1.5% monthly until paid in full.
  - A notification letter advising of further potential action.
- June 1 (or shortly thereafter), if payment has not been received and/or arrangements made with the board, the claim filing process will begin.
  - The delinquent member will be sent a letter notifying of incurring attorney's fees and expenses (\$1,000).
  - Filing in small claims court in Porter County for the outstanding balance, including fees.
  - If arrangement is made to pay or settle prior to hearing, it will be considered by the Board.
  - 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.*