

**RESOLUTION ON DELINQUENT MONTHLY DUES COLLECTION PROCEDURE**

Policy Resolution 001-2026 of Adam’s Landing Condominium Association located in Waterford, Michigan. A resolution pertaining to the procedure for the collection of delinquent monthly dues.

**WHEREAS;** THE Condominium Association, through its duly elected Board of Directors, has a responsibility for collection of co-owner monthly dues.

**WHEREAS;** the following collection procedure is established by the Board of Directors.

1. The monthly dues for each unit are an annual charge, and are deemed payable in twelve monthly installments. These installments are **due on the first** of each month, and are considered delinquent and in default on the **10<sup>th</sup>** of the month.
2. Delinquent monthly dues will cause a late charge in the amount of \$35.00, or any other such amounts as may be determined by the Board of Directors, to be automatically levied for each month the delinquent monthly dues is not fully paid.
3. **FIRST MONTH:** Notice of the delinquency, the late charge levied, and any other costs charged to the co-owner’s account shall be sent to the co-owner by the Association, or its designated agent by the 25<sup>th</sup> day of the month the delinquency occurs.
4. **SECOND MONTH:** If full payment of the delinquent monthly dues, late charges and any costs are not received by the 10<sup>th</sup> of the second month, unless other satisfactory arrangements have been made with the Board of Directors; and/or its designated agent, the following steps will be taken:
  - a. The matter will be turned over to the Association’s attorney for handling, an “Intent to Lien” will be sent to the delinquent co-owner advising that failure to pay the delinquency in full will result in the Association filing a lien against the unit property.
5. **THIRD MONTH:** If full payment of the delinquent monthly dues, late charges and any costs are not received by the 10<sup>th</sup> of the third month, unless other satisfactory arrangements have been made with the Board of Directors, and/or its designated agent, the following steps will be taken:
  - a. The matter will already be at the Association’s attorney for handling, a lien will be filed and notice of same will be sent to the delinquent co-owner and the unit mortgage lender will be notified of the delinquency, if applicable.
6. **FOURTH MONTH:** If the delinquency or any part thereof continues past the 10<sup>th</sup> day of the fourth month, the Association may institute a lawsuit for the foreclosure of the lien and/or money damages for unpaid monthly dues and/or any other claims that the Association, through its legal counsel, may deem appropriate.
7. The expenses incurred in collecting the delinquency, including without limitation, late charges, interest, costs of collection and enforcement, including actual attorney’s fees (not limited to the statutory fees) and advances for taxes or other liens paid by the Association to protect its lien, shall be chargeable to the co-owner in default and shall be secured by the lien on the co-owner’s unit.
8. Failure to meet any of the time periods set forth herein shall not be deemed a waiver of the right of the Association to enforce or pursue its Delinquency Procedure.

**THEREFORE,** be it declared that this resolution was approved by Adam’s Landing Condominium Association and will become effective December 1, 2025.

Witness:   
Signed by:  
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 Secretary of the Association

  
Signed by:  
930421DED2E9402...  
 Signed: \_\_\_\_\_  
 President of the Association