

AGENDA FOR MSHOA EXECUTIVE SESSION MEETING

Virtual

July 6, 2021 12:30pm – 1:30pm

**NEW BUSINESS:**

-Special Assessment:

1) Email to ask payment preference (not required but helpful)

2) Generate and send all invoices by the end of this week (default to full amount if no response on payment preference)

3) Steps in collection process

Notification of being past due 10 days after due date

Prior to 30 days place a phone call

Once 30 days has passed send late fee and interest notice (\$25 late fee) – Offer payment plan (1/2 – 1/2 or 1/3, 1/3, 1/3 or last resort monthly.

Send monthly notices/statements to member

Once 180 days from initial billing has past if no payment arrangement has been made, administrative fee of \$100 is charged on top of the \$25 late fee and 12% interest

Provide notice with reference to CC&R's on options, (Water service can be discontinued, all filing fees, Attorney fees etc. will be passed to Owner, etc.)

Prepare a notice of lien claim and file with the Boise County Recorder's office and send a copy by certified mail to the delinquent Owner.

Once lien is filed, prepare and file suit in District Court, filing fee and serving fees are around \$250-\$400.

Once Judgement is awarded, whether Summary or Default, actions may include:

*Wages.* Under I.C. § 11-207, a judgment creditor may garnish a debtors wages. Statutory limitations dictate that a creditor can garnish 25 percent of the debtor employee's "disposable earnings," or the amount by which the employee's wages exceed 30 times the current Federal minimum hourly wage, whichever is less.

*Bank Accounts.* A judgment creditor may generally garnish a judgment debtor's bank accounts by having the sheriff serve a writ upon the debtor's financial institution. Bank Garnishments are subject to statutory exemptions noted above.

-QuickBooks conversion, Cherry, next steps.

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- Financial Reports (Belinda)

-Three new property owners/HOA members whose projected closing dates are 6/30, 7/9 & 7/13. If we get the amount and terms of the assessment to Cherry, she will pass this on to the title company. Needs to be done soon so that the new members don't get hit with a surprise assessment.

-Koenigs' overdue balance on dues. Are we going to give them a credit for the \$228.67 that they owe? I've attached the overdue invoice. It has not been sent yet. We need a specific justification of any credit.

-Recording a Declaration of Non-Acceptance of the 2019 CC&R Amendment that MSD submitted. I've attached a draft that we can use if desired.

-How specific and detailed do we want our minutes to be?