

Evergreen Village Cooperative, Inc.

Policy for Collection of Past Due Rent

Per agreements of the Cooperative, Members and Non-members are accountable to pay lot rent by the 1st of the Month. The Community Rules allow a grace period of the (10) days and a late fee is applied if rent is not received by that date. It is the responsibility of all residents to pay their rent on time and also to contact the **Property Manager** in instances where a hardship arises that would delay payment or rent. Members may request a payment agree with the ROC- one time in a 12-month period.

Note: rent also includes any money due and owing to the ROC, including but not limited to late fees, attorney fees, membership agreement payments and fees billed as allowable and outlined in the ROC Community Rules.

In the event that rent is not collected as agreed to, the ROC will follow the outlined process below.

The Property Manager will:

- ⇒ Send a rent reminder Notice once after the grace period to inform residents of balance owed and due. The letter will provide proper response information.
- ⇒ Provide a monthly report to the Board regarding any and all notices and actions on past due accounts.
- ⇒ Accept request and work with any eligible homeowner to draft and plan an agreement for paying the past due rent if the homeowner is not able to pay the end of the month.
- ⇒ Request approval from the Board of Directors on requests for payment agreements that do not bring rent current within twelve (12) mos.
- ⇒ Notify the Board monthly of all payment agreements that were not paid as agreed,
- ⇒ Prepare any eviction notices and supporting documentation for homeowners who do not respond to notice to enter payment agreement/or pay by the last day of the month and for those who have not honored payment agreements.
- ⇒ Work with the Board of Directors to engage the ROC attorney for legal action.
- ⇒ In the case where a home is in probate, Bankruptcy or Foreclosure; turn the matter over to the Board for ROC attorney input.
- ⇒ Keep copies and records of all records related to the collection of past due rent.

Note: Payment agreements will be accepted once in a 12- month period to any member who falls behind in owed lot rent/fees. Payment agreements are an opportunity to establish a schedule of additional rent payments to a household's monthly rent, to satisfy rent due to the Cooperative.

The Board of Directors will:

- ⇒ Review monthly collections reports during the executive session of the Board Meeting.
- ⇒ Set a monthly limitation for household payment agreements terms and notify the Property Manager of such limits and terms.
- ⇒ Review and decide on allowing hardship requests for exceptions to limits set by the Board. Hardships will be at the sole discretion of the Board on a case-by-case basis.

- ⇒ Appoint the Treasurer or other Director to act as the liaison between the attorney, the Property Manager and Board of Directors for all legal matters related to non-payment of rent.
- ⇒ Review any and all recommendations from the Property Management regarding payment agreement and collections.

This policy was approved and adopted on July 11th, 2022.

The foregoing is a true and accurate account, attested by

DocuSigned by:

Barbara Massarano

Secretary 0404...