

Lely Civic Association, INC.
A Florida not to profit Corporation

**GUIDELINES FOR COLLECTION OF ASSESMENT, OVER DUE ASSESMENT
SPECIAL ASSESMENTS AND ANY FINES OR FEES AGAINST A LOT OWNER**

A meeting of the Board of Directors of Lely Civic Association, INC, (The "Association"), was held of the 21 day of November, 2023, at 6 p.m., at Kemp Hall, Lely Presbyterian Church, 110 ST. Andrews Blvd, Naples FL34113, after duly noticing said meeting in accordance with the Bylaws and Florida law, at which time upon motion duly made, seconded and unanimously carried/ carried by majority vote, the following resolution was adopted:

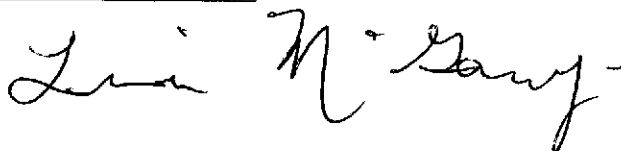
WHEREAS, the Board of Directors of the Association has determined that in furtherance of its efforts to collect assessments, past due assessments, Special assessment, and any fines against a lot owner, of the Lely Civic Association, Inc., it is in the best interest of the Association to adopt a guidelines procedure and delegation of authority for collection of any assessments against Owners, Lessees, and Guest of lot owner.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors adopts the following guidelines for collections of assessment, past due assessments, special assessments and any fines. These guidelines may be further amended by the Board from time to time at a duly noticed meeting.

THE FÖRGOING GUIDELINES was approved by the Board of Directors by a vote of 12 voting in favor of the guidelines and 0 voting against the guidelines.

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By: _____, President



VP
Resident

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I Annual Dues:

- First Notice: Invoice for Annual Dues will be sent to all members. Annual dues are due on March 1st of each year.
- Second Notice: Failure to pay Annual dues by June 1st of each fiscal year is considered delinquent. A second invoice will be sent given the member 30 days to pay.
- Any member who owes \$ **200.00 or more** in Annual dues and fails to pay after receiving the second invoice will be turned over to the **Attorney** for collection. It will be the responsibility of the Owner to pay any overdue assessments including any fees or other monetary obligation associated with the collection of overdue assessments.
- Per the Association Bylaws (Article III Section 3) Any member who is past due in assessments will have their voting rights suspended until paid in full.

II Special Assessments:

- Special assessments cannot be levied at a Board meeting unless the agenda of the meeting includes notice and purpose of the assessment.
- If special assessments will be considered a written notice must be mailed, delivered, or electronically transmitted (as long as the member has consent in writing to receive notice by electronic transmission), or posted throughout the property not less than 14 days before meeting.
- Notice must specifically identify agenda item, date, time and location of meeting.

III Liens:

- A lien maybe filed against a lot for all unpaid assessment.
- The Board may move forward with Notice of Lien with proper notice to any owner who owes **\$300.00** or more in unpaid assessments.
- Unless provide in the Association governing documents any lien against a lot owner must state the description of the parcel, the name of record owner, name and address of the Association, the amount due and the due date.
- A lien may not be placed against a violation fine that is less than \$1,000.
- The owner is responsible for all fees, interest and any other cost inquired with the filing of the lien.