



**SYMONS GATE HOMEOWNERS ASSOCIATION**  
Collections Procedures

1. Fees are due ***April 1.***
2. Beginning of May
  - Interest is applied to all outstanding accounts (5% per annum in excess of the prime rate of interest). Interest will be applied on the first day of each month.
3. Beginning of June
  - Final Notice
4. Beginning of July
  - Accounts are handed over to Symons Gate Homeowners Association's legal counsel, Field LLP, for collections.
  - Payments are no longer accepted by the Symons Gate Homeowners Association. All payments and communication regarding collection of fees is done directly between the homeowner and Field LLP.
  - Legal costs associated with the collection of fees, as determined by Field LLP, will be charged back to the homeowner.

**It is each homeowner's responsibility to ensure that payments are received by the Symons Gate Homeowners Association, in full, by the due dates. Late payment charges will be applied to each account in arrears until full payment is received.**