

APPROVED BY THE BOARD OF DIRECTORS

April 18, 2023

**Clarifications and Hardship Variance Requests Pertaining to
Annual Assessments (HOA Dues)**

**WOODLAND RESERVE COMMUNITY ASSOCIATION, INC. AS AUTHORIZED
BY COVENANT ARTICLE 14.05 “ADDITIONAL RULES”**

Covenant article 4.03: It states “Each annual assessment shall be due and payable on a date established by the Association Board and shall become delinquent on a date established by the Association Board. The Association Board may establish payment procedures to allow payment of the Annual Assessment in increments during the year the Assessment is made, provided that this privilege is extended to all Owners on an equal basis.

Additional rules pertaining to Article 4.03: In addition to the total annual dues an account will remain delinquent until the annual HOA dues and all monthly administration fees are paid.

If a homeowner has a life changing event that might prevent them from making the full payment at the time of the annual due date they may submit a letter of hardship requesting a payment plan to be approved by **both the HOA Treasurer and President OR a majority vote by the board**. Confidentiality will be upheld outside of the Treasurer and HOA president.

A homeowner may only apply for a variance of payment once in three calendar years and must not have been late in the previous 2 years. They must apply no later than **15 days prior to the due date**.

If payment has not been satisfied within 30 days past the due date, and a payment plan has not been entered into agreement, the board may take additional steps for collection of unpaid dues.

The board reserves the right to terminate services for the homeowner paid by HOA dues.