



Carillon Beach Association, Inc. Unpaid Assessment Collection Policy

Regular assessments at Carillon Beach are payable annually or quarterly, at the owner's option. Annual assessment payments are due on the last day of January to receive the quarterly admin fee discount. They will be billed prior to the 1st day of the month in each quarter (January, April, July and October) and shall be due on the first of the month in January, April, July, and October. Special Assessments will be due on the date set forth in any special assessment notice. Payments not made by the due date shall be deemed delinquent.

Amounts which remain unpaid more than thirty (30) days from their due date shall bear interest at eighteen percent (18%) per annum from the date of delinquency and an administrative late fee the greater of \$25 or 5% of the delinquent installment shall also apply.

1. Statutory Notice of Late Assessment. Management will send a Notice of Late Assessment in the format of § 720.3085(3)(d), Fla. Stat. to an Owner who is delinquent in the payment of any assessment. The Notice gives the owner thirty (30) days after the date of the letter to pay the delinquent assessment, interest, and administrative late fees.
2. Intent to Lien. Once the 30-day Notice of Late Assessment period has passed, the delinquent account will be submitted to the association attorney. All delinquent owners will be sent a letter via certified mail, return receipt requested, from the association attorney providing the owner with 45 days from the date of deposit of the letter in the mail to remit payment in full. This payment will include the delinquent assessment, interest, administrative late fees, and attorney's fees before a lien is filed ("Intent to Lien"). The Intent to Lien will be sent to the owner address on record and the parcel address, if the address on record is not the parcel address.
3. Lien and Intent to Foreclose. Once the 45-day Intent to Lien period has passed, the association attorney will prepare and record a lien on the owner's parcel. After recording the lien, the attorney will then send a statutory 45-day Intent to Foreclose notice in the manner described in Paragraph 2. The cost of the lien will be added to the other charges set forth in Paragraph 2.
4. Legal Action. If the owner's account remains delinquent following expiration of the Intent to Foreclose notice period, the Association will bring an action to foreclose its lien against the owner's property. The Association may also bring an action at law against any past or present owner(s) personally obligated to pay the assessment at any time following the initial Statutory Notice of Late Assessment. Costs of collection, attorneys' fees, and interest will be included in the legal claim.



5. Application of Payments. As a matter of policy and state law, all payments received will be applied first to the interest accrued, then to any costs and attorney fees incurred in collection, then to delinquent assessments by oldest outstanding invoice. This will apply notwithstanding any restrictive endorsement placed on a payment.
6. Amenity Privileges. Owners that are more than ninety (90) days delinquent shall be placed on the agenda at the next Board of Director's meeting for a vote on suspension of their amenity privileges pursuant to Florida Statute 720.305.
7. Rent Capture. For delinquent properties that are occupied by a tenant, the Association has the authority, pursuant to Florida Statute 720.3085, to demand payment from the tenant for all amounts owed to the Association by the landlord and, if the tenant fails to make any required payments, the Association shall have the authority to evict the tenant.
8. Discretion of the Board. The foregoing policy is a set of standard procedures. In consultation with the association attorney, the Board of Directors may deviate from this policy based on unique or special circumstances, to the extent permitted by applicable law.

By execution below, I attest that the foregoing policy was adopted by a majority vote of the Board of Directors at a meeting on May, 24, 2025.

A handwritten signature in black ink that reads "Randy Dunn". The signature is written in a cursive style and is positioned above a horizontal line.

Randy Dunn

President