# Spirit Hills HOA Policy: Association Dues December 1, 2021

PC&R Authority

Based on the authority given by the PC&Rs, the Board of Directors determines the amount of the annual association assessments (dues) every calendar year, that shall not substantially exceed the actual and reasonable cost incurred by the Association in carrying out the purposes set forth in the PC&Rs. The Board shall determine the due date of Annual Assessments at least 30 days in advance of the due date. Assessments not paid within 30 days shall bear interest from the past due date at 12% par annum. The Association may place a lien on the property for unpaid dues and accumulated interest.

Policy

The deadline for annual dues assessment is March 30th of each year. The property management company will invoice homeowners in December of each year for the following year association annual assessments. As a cost savings effort, the invoice will be sent to homeowners via email addresses on file. If there is no email available for a homeowner, invoices will be sent to the mailing address. It is the responsibility of each homeowner to provide current email addresses, mailing addresses (if different from the Lot address), and phone numbers to the Board.

The property management company will keep the Board advised of late payments. Acting on behalf of the Board, the property management company will notify homeowners regarding late payments not received by April 1st and may begin the process of placing a lien against the property on or about April 30th. Homeowners will be responsible to make their full dues payment and accumulated interest fees.

Payment Options for Homeowners

Homeowners will pay annual dues payments directly to the property management company for processing. Checks should be made payable to Spirit Hills HOA, and sent to: Spirit Hills HOA, P.O. Box 4240, Bozeman MT 59772. Beginning on January 1, 2022, homeowners may utilize the online dues payment system through the property management website. Search the internet for Saddle Peak Property Management. Scroll down the cover page until you see SPIRIT HILLS in the column to the left of the screen; click Spirit Hills. The Spirit Hills page will come up; click on the link in the middle of the page to create your own account that enables you to pay your dues online.

SPIRIT HILLS HOA BOARD

Melody Bliese, President

Patricia Urie, Vice President