

Pine Mountain Property Owners Association

Collections Outline

Effective (Start) Date: _____ Amount Due: \$ _____

Name: _____

Address: _____ City: _____ State: _____

Phone: _____ Email: _____

Property affected by delinquency: _____

(Use additional sheets, if necessary.)

Date "Second Notice" letter mailed out: _____

Response/Date if any: _____

Date "Warning Letter" mailed out: _____

Response/Date if any: _____

Private Hearing: Date: _____ Time: _____ Location: _____

Did the **Private Hearing** occur? Yes _____ No _____

Results: Sign Installment Plan Agreement? Yes _____ No _____

Notes: _____

Date Lien filled on property: _____ Lien #: _____

Filed By: _____

Other legal action: _____