

# 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: \_\_\_\_\_  
\_\_\_\_\_