

Oshara Mutual Domestic Wastewater Association

Lien and Collection Protocol

After the 3rd month of delinquency, send Notice of Late Fee Assessment.

After the 5th month of delinquency-- send a Notice of Non-Payment and Right to Lien for connected members owing \$300 or more, or \$150 or more for non-connected members.

After the 6th month of delinquency for connected members owing \$300 or more — File Claim of Lien.

After 6th month of delinquency for stand-by members owing \$150 or more-- File Claim of Lien.

Liens may be re-filed to keep up with increased amounts in arrears (e.g. if no payments have been made).

All costs related to sending notices, filing liens and recording fees will be added to the member's account balances. The Santa Fe County Clerk's office will accept payment for recording fees by cash or check. The recording fee is currently \$25 per document.

If a property with an active lien continues to be \$600 or more in arrears and no progress is being made to bring the account current in a reasonable period, then with 20 days' notice of such action pending, collection procedures shall begin.

If a sale or transfer of a property occurs with an account arrears of \$100.00 or more not paid, including the transfer fee, after 20 days the transferee's account may be referred to a collection agency to begin collection procedures.