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## HOA Delinquent Assessment Collections

Case History as of:	09/02/2011	Ms. Jane Doe
Matter Number:	CID1740-614214	1212 Mockingbird Lane
Community Assoc:	Testhoa	San Francisco, CA 94101
Mgt Co:	Board of Directors	RE: 1212 Mockingbird Lane San Francisco, CA 94101
Accounting Firm:		Management Acct: 123456 APN: 052-540-04

Date	Description
06/23/2010	Notice of Intent to Lien
07/27/2010	Notice of Lien Assessment
07/27/2010	Notice of Lien
08/31/2010	Notice to Offer Payment Plan
01/25/2011	Notice of Non-Compliance

### Additional Activities

06/23/2010	Sent Notice of Intent To Lien, Owner has until 07/23/2009 to respond. (mlp)
06/23/2010	Received vesting deed, filed in unit file. (mlp)
07/19/2010	Received Signed Resolution for Lien (mlp)
07/27/2010	Sent Notice of Lien Assessment, Owner has until 08/27/2009 to respond. (mlp)
07/27/2010	Sent Notice of Lien (mlp)
08/31/2010	We have not received response from the owner, preparing notice to offer payment plan. (mlp)
08/31/2010	Sent Notice to Offer Payment Plan, Owner has until 10/01/2009 to respond. (mlp)
09/10/2010	Received call from the owner, inquiring on plan options. Advised that I will calculate the options and send to her. Requested current ledger. (mlp)
09/10/2010	Sent Payment Plan Options, owner has until 09/20/2009 to respond. (mlp)
09/11/2010	Received ledger, preparing the options letter. (mlp)
09/15/2010	Received call from the owner, wants to enter the 12 month payment plan. (mlp)
09/15/2010	Payment Plan Accepted. Months: 12, Monthly Payment: \$387.42, Final Payment: \$387.42, Final Payment Date: 10/15/2010 (mlp)
10/07/2010	Received Personal Check Number : 1254 for : \$100.00 Payable to: HOA Testhoa \$100.00 Sent to HOA to be applied. (mlp)
10/07/2010	Received Cashiers Check Number : 1255 for: \$387.42 Payable to: ProSol , deposit, Pro: \$387.42 (balance \$1,546.58) (rc)
11/20/2010	Received Personal Check Number : 1260 for : \$100.00 Payable to: HOA Testhoa \$100.00 Sent to HOA to be applied. (mlp)
11/20/2010	Received Personal Check Number : 1261 for: \$387.42 Payable to: ProSol , deposit, Pro: \$387.42 (balance \$1,159.16) (rc)
12/11/2010	Received call from the owner, said that she cannot pay delinquent payment this month, due to the holidays. Advised her to send regular monthly assessment and we will roll the delinquent installment to the end of the plan. (mlp)
12/17/2010	Received Personal Check Number : 1257 for : \$100.00 Payable to: HOA Testhoa \$100.00 Sent to HOA to be applied. (mlp)
01/25/2011	Payment not received, preparing the non compliance letter. (mlp)
01/25/2011	Sent Notice of Non-Compliance, Owner has until 01/25/2010 to respond. (mlp)