



Late Fee Policy of Cabrera Property Management

- 1) Grace period of ten (10) days is permitted after due date, condo fees are due the first of the month and considered late by the 10th of the month.
- 2) Owners have on-line access to accounts to view their account to cross reference their Records for accuracy.
<https://owner.topsoft.com/CabreraPropertyManagement/Account/Login>
- 3) Owners will receive One-call by phone, email and text after 15 days past due
- 4) Owners will receive a statement by email from the TOPS system 25 days past due.
- 5) If payment is not received within 30 days of the due date, a Statement of Account will be mailed to the owner providing notice to pay within 30 days.
- 6) After 60 past due, the Associations attorney will be notified to begin collection action and place a lien on the unit until which time fees are paid, then the lien may be discharged. Owner will incur the cost of all Attorney fees to place the lien and discharge.
- 7) Association may also assess a late fee or interest charge in accordance with Association policy.

Owners and Boards should consult their By-Laws for specific language and consult with counsel.

Thank you for your cooperation