

Jordan Maintenance Company  
14129 Club Way Arlington, WA 98223  
MAINTENANCE DUES

Maintenance dues are currently **\$350.00** per year.

Dues provide revenue to Jordan Maintenance Company, which is a non-profit corporation, responsible for the on-going improvements, repairs and maintenance of community property and assets. This is all managed by the Board of Trustees.

A Member with a delinquent account is prohibited from using ALL facilities on community property. Including: Barn, Clubhouse and Pool. Balance owed must be paid in full to resume usage. (Restrictive Covenants. Article IV. Section 4.5. Page 22)

Maintenance dues are used to pay expenses of the corporation and to finance on-going maintenance and needed improvements including, but not limited to, the following:

- Electric and Water Bills for: Pool, Barn & Clubhouse.
- Road Maintenance and Improvements for the private roads
- Lawn Mowing and Trimming for JRT owned properties.
- Propane and supplies for the Pool.
- Maintenance of JRT owned Building and fencing
- Office Supplies, including postage.
- Legal Expenses.
- Stipend funding for:
  - **Pool, Caretaker**
  - **Treasurer** duties including managing Budget & Billing Duties to all JRT members.
  - **Secretary**, Duties including taking of Meeting minutes, announcements & ALL communications and mailings to JRT members.

#### **Billing Procedures**

##### **First Half Dues for Jan 1<sup>st</sup> to June 30<sup>th</sup>.**

1. Statements are mailed by December 1<sup>st</sup> and they are due by Jan 1<sup>st</sup>.
2. A Thirty day grace period is allowed and the final due date specified in the statement is January 31<sup>st</sup>.
3. A late fee of \$35.00 will be applied after the applied grace period has passed, and will be added to the owed amount after Jan 31<sup>st</sup>. Statements with the new balance are then generated and mailed to the current listed owner of that property.

##### **Second Half Dues for July 1<sup>st</sup> to December 31<sup>st</sup>.**

1. Statements are mailed by June 1<sup>st</sup> and they are due by July 31<sup>st</sup>.
2. A Thirty day grace period is allowed and the final due date specified in the statement is July 31<sup>st</sup>.
3. A late fee of \$35.00 will be applied after the applied grace period has passed, and will be added to the owed amount after July 31<sup>st</sup>. Statements with the new balance are then generated and mailed to the current listed owner of that property.

### **Making Payments:**

Payment by check, money order and all direct banking methods are accepted. Direct payments by check or money order can be left in the JRT mailbox on club way. **Please do not leave cash in the JRT Mailbox.**

Contact us at the JRT email and make arrangements to pay in person. Any member of the Board can also except payments and get it to the treasurer for you.

If not paying the full amount shown on your statement, you can make arrangements to make payments as long as the balance is paid in full by the date arranged between you and the Treasurer.

### **Questions Regarding Statements or account Balances**

If you have questions or concerns regarding your account status. Please contact the Current treasurer listed on the statement at the JRT email address. This person may not be available during normal business hours due to possibly having a full time job outside of the JRT position they hold. Please leave a message and provide good contact information and the best time to reach you, so your call can be returned.

### **Collection Agency, Property Liens, Wage Garnishments and Foreclosure**

If an account continues to be delinquent and the member/owner does not respond to efforts to establish a payment plan, or fails to follow through with an agreed upon payment plan set with the treasurer. The board of trustees will discuss placing a lien on the property, garnishment of wages or take further action of foreclosure on the property. The board of trustees may also transfer that bill over to a collection agency. When that collection agency accepts that account, they will post the debt with the credit bureaus. The collection agency may take steps to garnish wages, and/or take legal action to proceed with foreclosure.

All legal costs incurred in the collection of delinquent dues and assessments will be billed to the owner of the property.

JMC. Approved: 10-24-2002

Revised: 10-24-2002, Revised: 8-11-2006, Revised: 12-5-2006, Revised: 9-1-2010

Revised: 6-23-2013, Revised: 8-28-2014, revised 10-4-2015, Revised 2-22-2020, Revised: 8-6-2020