



**Village Walk Nassau Owners Association**  
**Procedures for Past Due Accounts**  
**UPDATED APRIL 2026**

1. Budget Meeting October of each year. Meeting notice is posted 4 weeks prior to the meeting and in the September and October Newsletter. New budget is emailed 2 weeks prior to meeting. Questions and answers, BOD votes on budget.  
*(Same - NO CHANGE.)*
2. Statements get mailed no later than December 5<sup>th</sup>. *(Same - NO CHANGE.)*
3. Payments are due JANUARY 1<sup>ST</sup> OF NEW YEAR. They are late after the 31<sup>st</sup>.  
*(Same - NO CHANGE.)*
4. February 5<sup>th</sup> a \$25 late fee is assessed. *(Same - NO CHANGE.)*
5. No later than February 15<sup>th</sup> the first letter is sent. It is a friendly reminder that their assessment is now past due. A statement is included showing assessment amount, the late fee AND the cost of the letter \$10.  
*(The \$10 is new: it encompasses the cost of the letter: paper, envelope, stamp, ink and employee time.)*
6. No later than March 15<sup>th</sup> the second letter is sent. The wording is a little bit stronger. It mentions the account being sent to collections. A statement is included showing the assessment amount, the late fee, the cost of the first letter and now also includes the cost of the second letter, an additional \$10.  
*(The \$10 fee is new.)*
7. No later than April 15<sup>th</sup> the third letter is sent. The wording is very clear; we will provide a date that we must receive payment by. (It will be 45 days past the date of the letter) The letter will state after the 45 days we will be turning the account over to the attorney for collections. It will also state they face possible lien on their home and foreclosure. It will include the CCR article/section and the section of the Florida 720 statutes which addresses past due accounts. A statement will be included in the letter showing the assessment amount, the late fee, the cost of the first letter, the cost of the second letter and the cost of the 3<sup>rd</sup> letter. This letter will be sent by registered mail; it will require a signature with return receipt. The cost for this letter will be approximately \$22. It will also be sent by regular mail at a cost of \$10. Total cost for the third letter is around \$32.  
*(The 45 days is new and the \$32 fee is new.)*
8. On or about June 10<sup>th</sup> the account will be turned over to the attorney for collection. No account having a past due balance of \$50 or less will be turned over to collections.