



Washington Hill, Mutual Homes, Inc.
1739 East Fairmount Avenue • Baltimore, MD 21231 • (410) 276-1008 • FAX (410) 276-6959

Collection Policy

Approved and Ratified by the
Board of Directors: February 20, 2020

1. Carrying Charge :

- A. Carrying Charge payments are due and payable on or before the first day of each calendar month.
- B. No cash will be accepted under any circumstances
- C. Payments can be made via dropbox ,Appfolio member portal, Credit/Debit card or hand delivered in the office between 8:00am -5:00pm.

2. Late, Legal and other charges:

- A. If carrying charges are not paid by the close of business on the 10th day, late charges of 10% will be assessed.
- B. The collection of unpaid carrying charges will be in accordance with the Maryland Cooperative Act.
- C. Failure to pay will result in a cease and desist letter giving the member 10 days to cure (pay).
- D. If uncured, the member will receive a notice of hearing letter where the member will meet with the Board of Directors to discuss the delinquency. At the hearing, the Board of Directors may consider a promissory note(payment agreement) for any unpaid amounts. In the alternative, the Board of Directors may decide to proceed with an action for eviction.
- E. After the hearing, the member will receive a letter detailing the final decision of the Board of Directors.
- F. All repair and maintenance charges that are the responsibility of the member will be charged to the members account as they occur.

3. Late Payments/Returned checks:

- A. No personal checks for the current months' charges will be accepted after the 10th of the month. Only money orders, or certified checks will be accepted. Third party checks or checks written by NON-members will **Not be** accepted.
- B. If a check is returned by the bank for insufficient funds (NSF), a replacement payment must be made in the form of certified funds only. This payment must include the late fee and the NSF fee of \$35.00
- C. If a replacement payment is not made within (5)days of notice to the member by management the member will be filed on in court.



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- D. No personal checks will be accepted from any member after (2) NSF checks have been received within a twelve month period. This includes the Appfolio payment portal. After 3 NSF checks, all payments must be in the form of certified funds, (money order, or certified check).

- E. When there have been four (4) judgements of Restitution granted against the member during a 12- month period, WHMH reserves the right to exercise its legal option to file to Foreclose the Right of Redemption in Baltimore City Rent Court.

Member Signature/ Date

Co-Member Signature/Date

WHMH Representative/ Date



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