



GPHA Policy and Procedure for Collection Action

Outreach Letter and Lien Action

- Once a resident is one (1) year delinquent with four (4) quarter late fees, the Board will send the second-year (2nd) dues statement, wait one (1) quarter for a response verbally, written or payment in full, if nothing is received by the end of the fifth (5th) delinquent quarter, the board will send our Lien Outreach Letter.
- If the Board receives no response with the Lien Outreach Letter by the end of the sixth (6th) delinquent quarter, it will then exercise its right to file a lien to protect the financial interest of GPHA.

Outreach Letter and Foreclosure Action

- Once a Lien Outreach Letter and Lien filing have occurred, the Board will send the third-year (3rd) dues statement, wait one (1) quarter for a response verbally, written or payment in full, if nothing is received by the end of the ninth (9th) delinquent quarter, the board will send our Foreclosure Outreach Letter.
- If the Board receives no response with the Foreclosure Outreach Letter by the end of the tenth (10th) delinquent quarter, it will exercise its right to start the foreclosure process to protect the financial interest of GPHA.