Ironwedge Collections

Payment Information

- HOA payments are quarterly and are due by the 1st of January, April, July and October of each calendar year.

- There is a 10 day grace period to allow for mailed payments and processing.

- Payments made on the Ironwedge portal post to the account within 48 hours
  - There is a **$2.49 e-check fee** and a **3.25% credit card fee** charged by the third-party provider.

- You can establish a recurring ACH payment by selecting New Recurring Payment and filling out the required information on the New Recurring Payment pop-up screen.
  - Your payment will be automatically deducted from your checking account for each payment due date.
  - There is **no charge** and it can be cancelled anytime.
  - You will need to fill out an ACH Authorization form found on the portal under Documents > Forms & Applications folder > ACH Authorization form and include a voided check or banking confirmation and email it to gpm@grantmgmt.com

- Mailed payments and those done online where the homeowner's bank is actually mailing a payment (of this the homeowner should already be aware) will take up to 10 business days/14 calendar days for the payment to post to the homeowner's account.

- It is important that homeowners allow for this timeframe when submitting payments for HOA dues so as not to be charged a $25 late fee for payments received after the 10 day grace period.

Late Payment Collections Process

The example chart below outlines the Ironwedge Collections process for payments from due date to foreclosure:

Date	Action
Grant Accounting Collections	
January 1st	Payment due. There is a 10 day grace period.
January 10th	End of 10 day grace period
January 11th	$25 late fee is added to the total due
January 15th	1. Notice of Late Assessment (NOLA) is sent to the homeowner via USPS 2. $25 Administrative Fee is added to the total due
Law Firm Collections	
February 15th	1. File is sent to collections to the law office, Poliakoff & Backer, 2. Law office sends a notice of representation - Demand Letter
May 15th	Collections moves to Lien and Intent to Lien letter is sent
June 30th	Lien is recorded at the Palm Beach County courthouse
November 15th	Lien to foreclosure filed by the lawyer
December 15th	Foreclosure begins

IMPORTANT:

The homeowner is responsible for all legal fees billed after the account is sent to the law firm which will be charged to the homeowner's account.

Once the account is sent to the law firm, neither Grant Accounting nor the Board can discuss the account with the homeowner. All communication in all forms is between the homeowner and the lawyer.