



## Membership Annual Fee Collection Policy

McKenzie Towne Membership Annual Fee Collection Policy, as set by the Board of Directors, is as follows:

Mid May – Per McKenzie Towne Council policy, renewal notices are mailed to every address in McKenzie Towne. If you have a rental property, the invoice will be mailed to the address you have provided us.

- Please note that invoices are sent out per policy and as a courtesy to our residents.
- Properties in McKenzie Towne have an encumbrance on title and McKenzie Towne Council is not legally required to send any invoices or reminders. They follow whoever owns that legal address, i.e. the current Owner.

June 1 – Invoices are mailed to every address. Due date of fees.

June 30 – Full Payment Due

July 1 – Interest is added at a rate of prime plus 5%. Text, phone recording and email reminders are sent given we have your email address and cell phone number.

August 1 – Interest is added at a rate of prime plus 5%. Text, phone recording and email reminders are sent given we have your email address and cell phone number.

September 1 – Interest is added at a rate of prime plus 5%. Text, phone recording and email reminders are sent given we have your email address and cell phone number.

- Reminders are sent out in the last two weeks of September to ensure that residents pay their fees without incurring legal costs.

September 30 – This is the last day to pay annual McKenzie Towne fees.

October 1 – All outstanding properties are sent to our solicitor Miller Thomson to be collected.