TITLE

Scott Lake Maintenance Company (SLMC) policy for issuing liens against property for past due utility accounts.

PURPOSE

To ensure the SLMC protects the ability to collect past due water usage and maintenance amounts when property is sold or transferred.

POLICY

The SLMC will submit to Thurston County Auditor’s Office Recording Division a lien against property owned within Scott Lake development for excess past due account balances in any amount over a threshold of $500.00. The threshold amount was established by the SLMC Board of Trustees on January 16, 2020. Property owners are responsible for any and all fees associated with filing a lien as well as releasing a lien.

PROCEDURE

The SLMC Executive Secretary will:

* Review account balances on a monthly basis to determine which, if any, liens need to be issued.
* Submit list of liens to be issued to the SLMC Budget Committee for information purposes only.
* Complete and submit the required forms to the Thurston County Auditor’s Office Recording Division on a quarterly basis.
* Maintain and manage a list of all liens issued, track expiration dates, and reissue liens before expiration dates occur.
* Present lien list to the SLMC Board of Trustees quarterly at a scheduled Board of Trustees monthly meeting.

EFFECTIVE DATE

May 1, 2020