
NPS Accounting

On Behalf of: Traverse City Tourism

Dear Member,

It is very important to the Bureau that all members are treated equally and fairly in the processing and collection of assessments. With that in mind, I want to remind you of what the established guidelines are for the collection of assessments.

The established time frame and steps for the collection of assessments is as follows:

Time Frame	Step
30 days past end of assessment month	<i>Payment due</i>
31-45 days past end of assessment month	<i>Start of 1.5% interest fee per month on day 31 in accordance to Act PA 395 of 1980 (amended PA 59 of 1984). Grace period by Bureau accountant for any additional past due fees.</i>
Day 45	<i>Bureau's accountant sends certified letter to delinquent member noting their delinquency and that full payment must be submitted by day 60 past end of assessment month or the matter will be turned over to the Bureau's attorney and all marketing activities for member are suspended.</i>
Day 60	<i>Bureau's attorney sends certified letter to delinquent member noting all marketing activities have stopped and full payment plus Bureau's administrative fees and attorney/legal costs are due within 10 days of receipt of the letter.</i>
10 days after receipt of attorney's letter	<i>Litigation begins</i>
Day 91	<i>1.5% interest fee per month along with any additional legal costs on day 91 is added in accordance to Act PA 395 of 1980 (amended PA 59 of 1984)</i>

ASSESSMENT COLLECTION POLICY

An active member shall be considered delinquent if the member fails to pay a monthly assessment, including any applicable collection fees, interest and delinquent charges. If the monthly assessment is not paid within the time parameters set forth in Public Act 395 of 1980 amended P.A. 59 of 1984, the following collection procedures shall apply:

Step 1: *If payment is not received within 15 days of the due date, as defined in the Act, the Bureau's accountant will send a certified letter notifying the member that assessments are past due, and that payment must be made immediately.*

Step 2: *If payment is not received within 30 days of the due date, as defined in the Act, the Bureau's accountant will notify the attorney to begin the collection process.*

Step 3: *The attorney for the Bureau will send a certified letter to the delinquent member advising the member that litigation will commence within 10 days if the matter is not resolved within that time period. The member shall be responsible for attorney fees and costs (i.e. court filing fees, service of process, title search, etc.) associated with collection procedures to resolve this matter. For the matter to be considered resolved, the member must have paid the appropriate assessment due, including any appropriate collection fees, interest and delinquency charges.*

At the time the attorney for the Bureau sends the certified letter, the delinquent member will be subject to one of the following administrative collection fees, based on the number of rooms of the member property:

10-30 rooms - \$300

31-60 rooms - \$600

61-90 rooms - \$900

91-120 rooms - \$1200

121+ rooms - \$1500

Step 4: *If the delinquent member fails to resolve the matter within 10 days of receiving the attorney's letter (referenced in Step 3), the attorney shall institute legal collection proceedings against the delinquent member. Furthermore, the attorney will notify the President/CEO of the Bureau that legal proceedings are going to commence and provide copies of all legal documents. The President/CEO will notify the Board at the next regularly scheduled Board meeting of any legal proceedings that are moving forward against any delinquent members.*

Remember that you must report each month even if no assessment has been collected.

Attached is a current Monthly Assessment Statement form for your convenience.

If you have any questions about your account please contact Judy James at (231) 995-3924, or judy@traversecity.com

Thank you in advance for your cooperation.

Sincerely,



Chris Zolen
Accountant
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