

# PCC 122

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## **PRE-AUTHORIZED DEBIT (PAD) NON-SUFFICIENT FUNDS (NSF) for MONTHLY MAINTENANCE FEE**

### **SUMMARY OF PROCEDURES**

When PCC 122 is notified that a Monthly Maintenance Fee PAD has been flagged on our bank's payment list as NSF from an owner's banking institution, the following activities will take place:

- **Notice #1 - NSF PAD**

Our Site Manager will contact the owner(s) to advise that their account was NSF when funds were requested by PAD on or about the first of the month and that the Monthly Maintenance Fee is still outstanding. The owner(s) will have the opportunity to put sufficient funds in their account to cover the Monthly Maintenance Fee when our bank automatically processes a second request to debit their account about 10 days after the first request.

If sufficient funds are available in the owner's account to secure the Monthly Maintenance Fee when the second request is processed, no NSF Administration Fee will be charged by PCC 122. This is one of the perks of using the PAD program.

Should sufficient funds still not be available in the owner's account when the second request is processed, our Site Manager will contact the owner(s) to advise that their PAD for the Monthly Maintenance Fee is NSF and payment for the **Monthly Maintenance Fee** plus the **mandatory NSF Administration Fee of CAD\$100.00** is now outstanding and will be invoiced. Full payment is due to PCC 122 upon receipt of our invoice or, at the latest, prior to the end of that current month by PAD, certified cheque or money order. Cash is not accepted. Failure to do so will result in a Notice #2 to the owner(s) that lien proceedings will be initiated. Should it be necessary to register a lien against the unit all charges, including an additional **Lien Administration Fee** and substantial legal fees associated with the processing of such lien will be charged to the unit owner(s).

- **Notice #2 – Potential Lien**

Should payment not be received by PCC 122 by the end of the month as stipulated in Notice #1, our Site Manager will contact the owner(s) advising that full payment has not been received by the due date. Payment must be received by PCC 122 within 10 days or the Corporation will proceed to have our lawyer register a lien against the owner's unit. Once lien proceedings are initiated the cost to the unit owner(s) will include the NSF Administration Fee, the Lien Administration Fee and all expenses and legal fees associated with the processing of such lien.

- **Notice #3 – Notice of Lien to Owner(s) & Form 14**

Should payment not be received by PCC 122 within the 10 days as stipulated in Notice #2, our Site Manager will contact the owner(s) by sending Notice #3 with Form 14 attached, advising that full payment has not been received and that our lawyer has been instructed to register a lien against the owner's unit under the Condominium Act, Subsection 85 (4). Payment of all debts and penalties is required from the owner(s) within 10 days after the date on Form 14 or lien registration proceedings will be initiated by our lawyer. Once a lien is registered, all communication from the owner(s) is handled by our lawyer. Should the lien not be discharged by the owner(s) our lawyer can take the matter to Power of Sale.