

## **TRI-PAR ESTATES PARK AND RECREATION DISTRICT POLICY AND PROCEDURE MANUAL**

### **ITEM 5.35 LIEN PROCESSING FOR DEED RESTRICTIONS**

1. When charges have been incurred for lawn care or other services according to deed restriction requirements (see Item 5.33), and homeowner has not paid the invoice within 60 days of the date of the invoice, a lien may be filed against the property. Before a recommendation may be made to file the Lien, the Park Manager must ensure the amount of the unpaid invoice is worthy of filing a Lien.
2. The Board of Trustees must authorize the placement of the lien.
3. The District's attorney shall be given the information and authorization to file the lien in Sarasota County public records.
4. These liens are valid for one year only. Any charges remaining unpaid 120 days after the date of the invoice are subject to further legal action. Legal action must be authorized by the Board of Trustees prior to being instituted by the District's attorney.
5. Liens are only to be placed on work done to property by Tri-Par. No Lien shall be filed for past due fines imposed by the Board of Trustees.

Adopted by Trustees – 10/20/2020

### **SECTION 5: POLICY AND PROCEDURE**