

RESOLUTION 2014-02  
DAMON RUN CONSERVANCY DISTRICT

A RESOLUTION ESTABLISHING AND ADOPTING LIEN PROCEDURE

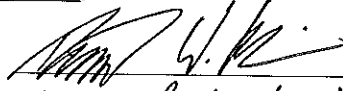
WHEREAS, the Damon Run Conservancy District ("District") has the right and obligation to establish and adopt a lien procedure in order to collect upon delinquent service account;

WHEREAS, the District believes that a need exists to establish a method and procedure for the handling of delinquent accounts and the perfection of liens against property of customers for unpaid and delinquent accounts guided by the provisions set forth in Indiana Code 14-33-5-21(b) and 36-9-23 et seq., as amended from time to time.

BE IT RESOLVED, that:

1. The District shall identify customer service accounts having unpaid fees, charges and penalties arising from the District's services which accounts are unpaid for sixty (60) days.
2. All accounts being unpaid for at least sixty (60) days shall be sent a notice letter indicating the account is past due, the amount owed and must be made current.
3. If an account is past due for ninety (90) days, a Lien Notification Letter shall be sent by certified mail, return receipt requested. The customer will have ten (10) days from the date of the Letter in which to pay the unpaid bill, including late fees and charges.
4. Should the customer fail to pay the unpaid bill timely after the Lien Notification Letter is sent, the District may file a lien against the property with the Porter County Recorder along with notice to the Porter County Treasurer and Porter County Auditor that the lien is to be placed on the property tax bill and must be paid to the Porter County Treasurer before the lien can be removed. The amount necessary to release the lien shall include all unpaid amounts due and owing, including, but not limited to user fees, service charges, late fees, collection costs, recording fees, release fees and other charges permitted by and contemplated by Indiana law.
5. The District may, in its discretion, pursue additional procedures for the collection of delinquent accounts and related charges, including, but not limited to shut off or disconnection of services.

ADOPTED this 25<sup>th</sup> day of August, 2014.



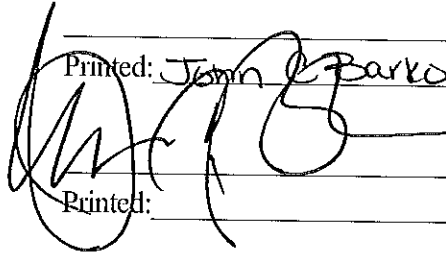
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Rich Hardin, Secretary