

Canandaigua Country Club

Policy Name: Membership Payment and Accounts Receivable Policy

Policy Date: June 8, 2015

Introduction/Summary:

CCC POLICY ON FEES, DUES AND OTHER MEMBER FINANCIAL OBLIGATIONS

Equity Membership

Equity Golf Members shall be subject to a fee for a Membership Certificate. The Equity Certificate may be paid in full at time of application or in two equal installments over two years.

Golf Membership Dues

There are two options for payment of Golf Membership Dues:

- A. Full payment due on or before November 30; or
- B. A payment of one-sixth each month beginning on or before November 30 and ending on or before April 30.

Members must make their intention clear by making one or the other form of payment by November 30.

Social Membership Dues

Social Membership Dues are billed annually on March 1 and are due March 31.

General

The amount of the dues, initiation fees, Membership Certificates and other financial obligations shall be established by the Board and will be subject to applicable sales tax. Other financial obligations include assessments, clubhouse charges and pro shop charges.

CCC POLICY ON DELINQUENCIES:

Payment for all charges is due upon receipt of the bill, no later than the last day of the month. Accounts are considered delinquent after the last day of the month. All delinquent accounts shall be assessed a flat \$20.00 per month late fee. All accounts in arrears two consecutive months for financial obligations, including but not limited to, dues, assessments, club house charges and pro shop charges will be denied all club privileges. Reinstatement of club privileges will not be effective until all past due charges, including late fees, are paid in full. Further, unpaid accounts may be turned over for legal action and membership revocation.

Delinquent Accounts Procedures:

A member's bill or statement is considered official notification of the member's account status with the club. A delinquent account is any account which is not paid in full within 30 days from the original statement.

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All statement balances over \$25 that are past due will be charged a late fee of \$20.00 per month (subject to change as determined by the Board of Directors).

Members' questions regarding charges must be brought to the Office Manager's attention within 30 days of the statement date on which they appear. If the charges are not challenged within the 30 day time period, the member is assumed to accept the charge and is obligated to pay the charge.

If a charge is questioned but not resolved by the statement due date, all other charges on the statement must be paid by the due date or a late fee will be assessed.

DELINQUENT ACCOUNTS:

The Office Manager shall assess and recommend a resolution to each delinquent account monthly. The Treasurer shall report the status and progress of each such account to the Board of Directors monthly.

ACCOUNTS 30 DAYS DELINQUENT (60 days from statement date)

- The member's statement will be stamped in red with "PAST DUE – to avoid further action please make payment in full".

ACCOUNTS 60 DAYS DELINQUENT (90 days from statement date)

- The member's statement will be stamped in red with "SERIOUSLY PAST DUE – Club privileges will be suspended if not paid in full in 10 days".
- **The Office Manager will provide Treasurer with a list of all members who have exceeded the 60 day delinquent category and are therefore subject to suspension of all club privileges.** The Treasurer will assess each account situation and recommend to the Board:
 1. Suspension, Collection and/or Legal action as appropriate
 2. Exceptions to the policy for accounts with extenuating circumstances

The Board of Directors will review any extenuating circumstances and make the final determination regarding suspension or extension of privileges. The Treasurer or other Board member as designated by the Board President will call all such delinquent members to discuss payment options, suspension and/or other consequences.

The Treasurer shall also notify the pro shop and restaurant of all suspensions. The member shall not be allowed access to the restaurant, pro shop or golf privileges until the suspension is lifted. The Golf Pro and Restaurant Manager shall be responsible to enforce the suspension of privileges in their respective areas.

A certified letter will be sent by the Treasurer advising the member that all club, pro shop, golf and restaurant privileges have been suspended and the date by which, if the account is not paid in full, further legal action may be taken.