

# Alessi & Koenig

A MULTI-JURISDICTIONAL LAW FIRM

## THE AK ADVANTAGE

- ◇ Attorneys Licensed in Nevada, California, Arizona, Colorado
- ◇ Licensed Collection Manager supervising all collection work
- ◇ On-line access to status reports 24 hours a day, 7 days a week
- ◇ All collection accounts managed using state of the art proprietary software

*Alessi & Koenig  
Assessment Collections  
Made Easy.*

## ALESSI & KOENIG

9500 Flamingo Ave, Suite 100  
Las Vegas, Nevada 89147

Other Locations: Reno, NV; Agoura Hills, CA  
Diamond Bar, CA

Phone: 702-222-4033  
Fax: 702-222-4043  
E-mail: [Info@alessitrustee.com](mailto:Info@alessitrustee.com)



Alessi & Koenig provides a broad base of knowledge and experience to a vast array of over 400 homeowner association and management company clients. We strive to insure that each client receives efficient, high quality representation for every matter.

- Assessment Collections
- General Counsel Legal Services
- Full Litigation Services
- Non Judicial and Judicial Foreclosures
- Bankruptcy Services

**ALESSI  
&  
KOENIG**

*A Multi-Jurisdictional Law Firm*

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## A FIVE STEP PRIMER TO ASSESSMENT COLLECTIONS

1. Notice of Delinquency
2. Pre-Lien Notice
3. Notice of Delinquent Assessment Lien ("Lien")
4. Notice of Default ("NOD")
5. Notice of Trustee's Sale ("NOTS") and Sale

*Important to Know* : If a third party purchases the delinquent property at the trustee's sale, the Association will be paid through the proceeds of the sale. If there are no purchasers, the ownership of the property will pass to the Association.

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### THE FIRST STEP Notice of Delinquency

If an assessment remains unpaid after the due date, you should immediately send the homeowner a demand letter, notifying him/her of the delinquency. The demand letter should state that the homeowner must pay the delinquent assessments within fifteen days from the date of the letter or the association will take other action for which the homeowner will be charged all attorneys' fees and related costs incurred. In the event there is more than one owner of the property, the letter will be mailed regular and certified mail.

### THE SECOND STEP Attorney's Notice/ Pre-lien Notice

If the homeowner has not paid the delinquent assessments as requested by your demand AK takes charge of the collection process. Upon receipt of the signed authorization form, we will immediately write a Pre-lien letter to the delinquent homeowner advising that the matter has been turned over to ATC for processing and collection of delinquent assessments. The homeowner will be given ten days to cure the delinquency. The homeowner will be charged all cost and fees associated with the preparation and collection of the file.

### THE THIRD STEP Notice of Delinquent Assessment Lien

AK will prepare and record the Notice of Delinquent Assessment and forward copy to the homeowner both regular and certified mail. The lien will not be removed until all delinquent assessments, cost and fees have been paid. The homeowner will be billed for the preparation and recordation of the lien.

30 days is allowed for reinstatement

### THE FOURTH STEP Notice of Default

The Notice of Default starts the commencement of non-judicial foreclosure. AK will prepare and have the NOD recorded in the appropriate county. ATC will send both certified and regular mail to appropriate parties in accordance with the appropriate state law. Once the default is filed, Alessi & Koenig LLP will review the file to determine the future foreclosure process to eliminate potential risk to the association.

90 days is allowed for reinstatement after the recording date of the Notice of Default

### THE FIFTH STEP Non-Judicial Foreclosure (Notice of Trustee Sale)

Upon approval from the association, AK will prepare and send to all appropriate parties a copy of the Notice of Trustee Sale. Publish a copy in an adjusted newspaper and post all notices as required by State law. The sale date will be scheduled approximately four to six weeks from date of sale.

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## N.R.S. 116

Provides the Homeowner's Association with the ability to impose and collect periodic assessments, to collect late fees and to collect reasonable attorney and collection fees incurred in connection with enforcing payment of assessments and fines.

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## SCHEDULE OF FEES (paid by delinquent homeowner)

PRE-LIEN NOTICE \$95

NOTICE OF DELINQUENT ASSESSMENT (LIEN) \$295

PRE-NOTICE OF DEFAULT \$150

NOTICE OF DEFAULT \$375

TRUSTEE FEES \$420

PUD 1 PROCESSING FEE \$275

NOTICE OF SALE \$375

PUBLISHING AND POSTING \$350

PAYMENT PLAN \$25.00/month

CONDUCT FORECLOSURE SALE \$250

PREPARE AND RECORD TRANSFER DEED \$195

PAYMENT PLAN BREECH \$125

IMPROPER PAYMENT \$125



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## WHO WE ARE:

Attorneys Licensed in four states provide a full range of general counsel and litigation services

Licensed Collection Manager supervises the collection process

Trustee Officers individually assigned to your portfolio ensures the prompt and personal service you deserve

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**David Anthony Alessi, Esq.**, President of the Alessi Trustee Corporation and a founding partner of Alessi & Koenig, David is a graduate of the University of La Verne School of Law, concluding his coursework in 1998 as a visiting student of the University of Pepperdine School of Law. David is licensed to practice law in California. Prior to serving as Director of Legal Affairs for a large homeowners association management company, David worked as an association manager for several years. Because of his unique experience, David understands the challenges facing today's HOA manager.



**Robert A. Koenig, Esq.**, Nevada, California and Colorado General Counsel for the Alessi Trustee Corporation, is a graduate of the University of Pepperdine School of Law. Robert has practiced law for over twenty years as a licensed attorney in Nevada, California and Colorado



**Thomas Bayard, Esq.**, California General Counsel for the Alessi Trustee Corporation. A former law school valedictorian has garnered his talents in the areas of Complex litigation, Real Estate litigation, HOA law and litigation, Insurance law and contract litigation. After graduating summa cum laude from law school, Mr. Bayard became heavily involved in a variety of multi-million dollar suits, providing assistance to Fortune 500 companies pursuing contract disputes, copyright and trademark litigation, insurance coverage suits and bad faith litigation. Thomas is licensed to practice in California. Publications: Co-Author, "Plaintiff's Right to Use Coverage to Enhance Recovery in Intellectual Property and Antitrust Lawsuits", Journal of Insurance Coverage, Summer 2002. Awards: American Jurisprudence Awards in: Torts, Property, Criminal Law, Criminal Procedure, Evidence, Corporations, Entertainment Law, Community Property, Professional Responsibility.

**Chuck Geisendorf, Esq.** : Graduate of the University of Colorado School of Law and a life long resident of Nevada. Chuck has extensive litigation experience in multiple areas including real estate, bankruptcy, construction defect , products liability and general civil matters. Chuck is a California licensed real estate broker and a Nevada licensed real estate agent.

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