



Alesbury Home Owners Association



Administrative Resolution # 2002-01

Collection Policy

WHEREAS, Article V of the By-Laws of the Alesbury Homeowners Association grants power to the Board of Directors to conduct Association business, and Article III, Section 3.2.i of the Covenants and Restrictions grants the authority to levy assessments against owners. Because the Association's economic well-being relies on the timely payment of assessments and other allowable charges, it is the Board's duty to use its best efforts to collect funds owed to the Association,

LET IT BE RESOLVED THAT these collection procedures shall be followed:

1. AMOUNTS PAYABLE TO THE ASSOCIATION include, but are not limited to, regular assessments, special assessments, rules enforcement fees, repairs to the common area that are an owner's responsibility, legal fees and other costs associated with collection of funds on behalf of the Association.
2. PAYMENT SCHEDULE. The regular assessment is payable January 1st of each calendar year. Fees not received or postmarked by January 30th will be considered past due.
3. LATE FEES, NSF & INTEREST CHARGES.
 - A late fee of \$15 shall be charged monthly on all delinquent balances.
 - A \$25 NSF (Non-Sufficient Funds) charge will apply to any returned check.
 - Any balance older than 30 days will incur an interest charge of 18% per annum (calculated monthly) until paid.
4. ORDER OF CREDITING PAYMENTS. Payments received shall be first applied to assessments owed, then to late charges, interest, or collection expenses.
5. PROCESS FOR DELINQUENCY NOTIFICATION. For all balances that are thirty (30) days past due, the following notification process applies:
 - FIRST NOTICE. First Notice of Past Due Charges including detail of assessments, late fees, NSF charges, interest and other charges that apply will be sent by First Class Mail to an owner whose balance is thirty (30) days past due.
 - SECOND NOTICE. Second Notice of Past Due Charges including detail of assessments, late fees, NSF charges, interest and other charges that apply will be sent by First Class Mail to an owner whose balance is sixty (60) days past due.
 - 10-DAY DEMAND. 10 Day Demand for Payment including detail of assessments, late fees, NSF charges and interest charges that apply will be sent by First Class Mail to an owner whose balance is seventy five (75) days past due. This Notice will recite intent to turn the matter over to an attorney

for collection enforcement if balance is not paid within 10 days. Attorney actions include but not limited to filing a lien against the owner's property, a personal judgment against the owner and property foreclosure.

6. LEGAL SERVICES. If a delinquent account is referred to an attorney for collection, the owner shall be charged the Association's reasonable attorney fees and related costs.
7. OTHER CHARGES. The Association may charge the owner for:
 - Fees charged to collect funds payable to the Association:
 - Owner bankruptcy
 - Foreclosure action or deed in lieu of foreclosure
 - Notification, filing and satisfying liens
 - Enforcement of the Association's Rules, Bylaws, Declaration or Policies
 - Costs of litigation
 - Repairs to the Association's common areas that result from the acts of owners, their tenants or guests.

Recorded in the Book of Minutes: July 10, 2002

Date: _____, 200__

President, Board of Directors
Alesbury Home Owners Association