

# Collections Resolution

1. We want to collect as close to 100% of assessments as humanely possible.
2. We believe in constant communication with owners as the cornerstone of an effective collection policy.
3. The collection process should provide for graduated sanctions for untimely payments.
4. The collection procedure must be clearly and often communicated to all owners before there are delinquencies.
5. The collection procedure must be written and made a part of the governing documents of the association.
6. The collection procedure must be enforced in a consistent and uniform basis.
7. Owners must be treated with respect throughout the collection process.

Whereas the association is charged with certain responsibilities regarding the care, maintenance, and service of certain portions of the community, and

- Whereas the association must have the financial ability to discharge its responsibilities,
- Whereas the board is required to collect assessments and other charges from owners, and
- Whereas the board desires to adopt a uniform, non-discriminating, and systematic procedure to collect assessments and other charges of the association.

NOW, THEREFORE, BE IT RESOLVED that the ASSOCIATION does hereby adopt the following procedures and policies for the collection of assessments and other charges of the association.

1. Assessments are due on the first of the month.
2. After a grace period through the last business day of the month, a late notice will be sent out each month. Interest of **18%** will apply. A late notice will be sent out each month; an affidavit will be signed by a manager and retained in the community's records.
3. A notice of Intent to Lien is sent to owners who are still delinquent after the second month's grace period. The administrative fee for this is **\$25**.
4. Attorney action is directed and a lien is recorded against any unit owner **45** days after the Intent to Lien.
5. Lien foreclosure is directed for continuing delinquencies, by board approval.
6. All payment plans or settlements require board approval.
7. The cost of the above collection actions will be charged to the owner's account.
8. In addition to any charges imposed by the Association's bank, a **\$25** fee shall be assessed against an owner in the event any payment is not honored by the bank, including but not limited to insufficient funds.

*Ongoing Evaluation:* Nothing in this resolution shall require the association to take specific actions other than to notify homeowners of the adoption of these policies and procedures. The association has the right to continue to evaluate each delinquency on a case-by-case basis.

The Board of Directors of Park Lake Woods Condominium Association