

Dear Fox Hill Filing #4 Homeowner:

To properly resolve various delinquency problems that arise from time to time, Westwind Management Group, Inc. proposed a revised "Delinquency Policy" at the Board meeting held January 13, 2004. The Board unanimously approved the **REVISED** delinquency policy.

PROMPT COMMUNICATION WITH MANAGEMENT IS ESSENTIAL IF YOU ANTICIPATE BEING LATE WITH A MAINTENANCE FEE. PLEASE LET US KNOW IF A PROBLEM ARISES.

The Fox Hill Filing No. 4 assesses an annual maintenance fee that is payable in two equal installments due on January 1 and July 1. The Association allows a grace period until the 10th of the month due. We urge you to call Management if you are experiencing financial difficulties.

- A. If no payment is received by the 10th of the month, a friendly reminder letter is sent – **NO CHARGE TO OWNER FROM WESTWIND BUT 21% INTEREST ON THE UNPAID BALANCE AND A \$4.00 LATE CHARGE IS ASSESSED FROM FOX HILL FILING NO. 4.**
- B. If no payment is received **45 days** after the payment is due, a FINAL collection letter with promise of lien filing in 5 days if arrangements for payment are not made -- **\$30.00 CHARGE TO OWNER.**
- C. If no payment is received **55 days** after the payment is due, a lien is filed on the property -- **\$100.00 CHARGE TO OWNER.**
- D. If no response is received by this point, Management has been directed to turn the account over to the Association's legal counsel for legal action.

Delinquent monthly maintenance fees are a very critical problem and can be a serious problem for the community. Westwind Management and your Board of Directors take collection of those fees very seriously. Please help us, and especially yourself, by keeping your maintenance fees current.

THIS REVISED COLLECTION AND LATE CHARGE POLICY WILL TAKE EFFECT MARCH 1, 2004.

*Neil Peruccio, CMRA
Senior Business Mgr*