



November 2011

Dear Fox Hill Filing No. 4 Homeowner:

To properly resolve various delinquency problems that arise from time to time, Westwind Management Group, Inc. proposed an amended "Delinquency Policy" at the Board meeting held November 21, 2011. The Board unanimously approved the **amended** delinquency policy.

The Fox Hill Filing No. 4 Association 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 **TENTH** of the month due. If your payment is not received by the **TENTH** of the month due, a \$4.00 late charge and 21% interest on the unpaid balance will be assessed to your account. If the maintenance fee continues to remain unpaid, Westwind Management charges you collection fees to pay for our additional collection work.

The following are Board-approved collection charges that will be added to your account if a maintenance fee becomes delinquent. **PLEASE REMEMBER MAINTENANCE FEES ARE DUE BY THE 1ST OF THE MONTH DUE.**

- A. If no payment is received by the **10th** of the month, a friendly reminder is sent. **NO CHARGE TO OWNER FROM WESTWIND BUT 21% INTEREST ON THE UNPAID BALANCE AND A \$4.00 LATE CHARGE ASSESSED BY FOX HILL FILING NO. 4 HOMEOWNERS ASSOCIATION, INC.**
- B. Forty-five (45) days delinquent, a final notice will be sent. **\$30.00 COST OF COLLECTION CHARGE BY WESTWIND**
- C. If the delinquency problem is not resolved within fifty-five (55) days after it is due, your home will be lienied for the delinquent assessments and accumulated late and/or collection charges and will be turned over to the Association's attorney for prompt legal action. -- **\$125.00 COST OF COLLECTION CHARGE PLUS ATTORNEY FEES**

Delinquent monthly maintenance fees can be a very critical problem and Westwind Management takes collection of those fees very seriously. Please help us, and especially yourself, by keeping your monthly maintenance fees current.

THIS COLLECTION AND LATE CHARGE POLICY WILL TAKE EFFECT NOVEMBER 21, 2011.

Sincerely,

The Fox Hill Filing No. 4 Homeowners Association, Inc. Board of Directors



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Providing Excellence in Community Association Management & Accounting Services Since 1986