

Dear Greenbrook Townhouse Homeowner:

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

Your Greenbrook monthly maintenance fee is due on the **FIRST** of each month. Greenbrook allows a grace period until the **LAST DAY** of the month. If your payment is not received by the **LAST DAY** of the month, a reminder letter will be mailed to your home along with a \$25.00 late charge assessment.

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 EACH MONTH.**

- A. If no payment is received by the **LAST DAY** of the month a friendly reminder is sent **\$25.00** late charge will be assessed to your account -- **\$25.00 CHARGE BY GREENBROOK TOWNHOMES.**
- B. If no payment is received **FORTY-FIVE DAYS** - (45) days after the payment is due a final collection letter will be sent - a collection fee of **\$30.00** will be assessed to your account. -- **\$30.00 CHARGE BY WESTWIND.**
- C. If the delinquency problem is not resolved within sixty (60) days after it is due, your unit will be liened and will be turned over to the Association's attorney for prompt legal action -- **\$100.00 CHARGE BY WESTWIND PLUS LEGAL FEES CHARGED BY THE ATTORNEY.**

Delinquent monthly maintenance fees can become 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 MARCH 1, 2004.