



July 13, 2010

Dear Hampden Villa 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 June 15, 2010. The Board unanimously approved the **AMENDED** delinquency policy.

Your monthly maintenance fee is due on the **FIRST** of each month. Hampden Villas allows a grace period until the **THIRTIETH** of the month. If your payment is not received by the **THIRTIETH** of the month, a \$25.00 late charge 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 EACH MONTH.**

- A. If no payment is received by the 30th of the month a friendly reminder is sent.
\$25.00 LATE CHARGE ASSESSED BY HAMPDEN VILLA
- B. If the payment is not received within 45 days after it is due, a second notice will be sent.
\$30.00 COST OF COLLECTION CHARGE BY WESTWIND
- C. If the payment is not received within 55 after it is due, a final notice will be sent.
\$30.00 COST OF COLLECTION CHARGE BY WESTWIND
- D. If the delinquency problem is not resolved within 65 days after it is due, your home will be liened with a \$125.00 charge 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. If you wish to have your monthly maintenance fee payments taken directly out of your checking or savings account in the future, please complete the "ACH" Form, located on our website, and return it to Westwind Management Group with a "voided" blank check (not a deposit slip).

THIS COLLECTION AND LATE CHARGE POLICY WILL TAKE EFFECT JUNE 15, 2010.

Sincerely,
For the Hampden Villa Homeowners Association Board of Directors

Lisa Spriggs, CMCA®
Association Business Manager



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