

Dear Hearthstone 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 December 21, 2005. The Board unanimously approved this 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.

As you know, your Hearthstone Homeowners Association's monthly maintenance fee is due on the **FIRST** of each month. Hearthstone Homeowner's Association 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 \$25 late charge will be assessed, and Westwind Management Group will charge you collection fees to cover the 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 FIRST OF EACH MONTH**.

- A. Any month, in which payment is not received by the 15th of the month, a friendly **REMINDER** letter will be sent to the Owner.
- B. If no payment is received by the **LAST DAY** of the month, a **SECOND DELINQUENCY NOTICE** is sent -- **\$25.00 LATE CHARGE AND A \$30.00 COLLECTION FEE IS ASSESSED TO THE OWNER.**
- C. Forty-five (45) days delinquent, a **FINAL DELINQUENCY LETTER AND LIEN NOTICE** will be sent with promise of lien filling in 10 days if arrangements for payments are not made -- **\$30.00 COLLECTION FEE IS ASSESSED TO THE OWNER.**
- D. If the delinquency problem is not resolved within fifty-five (55) days after it is due, **YOUR HOME WILL BE LIENED** with a **\$100.00** charge and your account will be turned over to the Association's attorney for prompt legal action. -- **\$100.00 COLLECTION CHARGE PLUS ATTORNEY FEES.**

Delinquent monthly maintenance fees are 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, 2006.

Sincerely,
The Hearthstone Homeowners Association Board of Directors