



March 18, 2008

Dear Heatherridge South Association 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 on February 26, 2008. The Board unanimously approved the **NEW** delinquency policy.

Your Heatherridge South Association monthly maintenance fee is due on the **FIRST** of each month. Heatherridge South allows a grace period until the **TENTH** of the month. If your payment is not received by the **TENTH** of the month, a \$30.00 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 10th of the month a friendly reminder is sent.
\$30.00 LATE CHARGE ASSESSED BY THE HEATHERRIDGE SOUTH ASSOCIATION
- B. One month delinquent, a second notice will be sent.
\$30.00 COST OF COLLECTION CHARGE BY WESTWIND
- C. Forty-five days delinquent, a final notice with a promise to lien after 10 days will be sent
\$30.00 COST OF COLLECTION CHARGE BY WESTWIND
- D. If the delinquency problem is not resolved within fifty-five (55) days after it is due, your home will be liened with an additional **\$100.00** cost of collection charge in addition to delinquent assessments and late charges and will be turned over to the Association's attorney for prompt legal action. -- **\$100.00 CHARGE PLUS ATTORNEY FEES**

Delinquent monthly maintenance fees can be a very critical problem and your Board 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 enclosed "ACH" Form 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 APRIL 1, 2008.

Sincerely,
For The Heatherridge South Association Board of Directors

Janelle Maninger, CMCA®
Association Business Manager