



Re: Association Maintenance Fee Collection Policy

Dear Estate at Lone Tree 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 February 15, 2007. The Board unanimously approved the policy.

The Estate at Lone Tree quarterly maintenance fees are due on the **FIRST** day of each quarter (January 1st, April 1st, July 1st and October 1st). The Association allows a grace period until **TWENTY** days after the due date. If payment is not received by the **TWENTIETH** day after the due date, a \$10.00 late charge will be assessed to the account. If the maintenance fee continues to remain unpaid, Westwind Management charges collection fees to the delinquent owner account to cover our additional collection work.

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

- A. If no payment is received by the **20th** day after the 1st of the quarter a friendly reminder is sent. **\$10.00 LATE CHARGE ASSESSED BY THE ESTATE AT LONE TREE**
- B. Thirty (30) days delinquent, a second notice will be sent resulting in a collection charge of **\$30.00**, which is added to the owner account. **\$30.00 CHARGE BY WESTWIND**
- C. Forty-five days delinquent, a final notice will be sent resulting in a collection charge of **\$30.00**, which is added to the owner account. **\$30.00 CHARGE BY WESTWIND**
- D. If the delinquency problem is not resolved within fifty-five (55) days after payment is originally due, the home will be liened resulting in a **\$100.00** charge, and the collection matter will be turned over to the Association's attorney for prompt legal action. - **\$100.00 CHARGE PLUS ATTORNEY FEES AND COSTS.**

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

THIS COLLECTION AND LATE CHARGE POLICY WILL TAKE EFFECT March 20, 2007.