

Dear Highlands at Piney Creek 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 January 20, 2004. The Board unanimously approved the **REVISED** 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.

The Highlands at Piney Creek Homeowners quarterly maintenance fee is due on the **FIRST** of the month. Highlands at Piney Creek allows a grace period until the **TENTH** of the month. If your payment is not postmarked by the **TENTH** of the month, a \$25.00 late charge and 18% interest will be assessed to your account. If the maintenance fee continues to remain unpaid, Westwind Management charges you collection fees to cover 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 OF THE QUARTER.**

- A. If no payment is received by the **10th** of the month, a friendly reminder letter is sent -- **NO CHARGE (EXCEPT YOUR \$25.00 LATE CHARGE PLUS INTEREST, ASSESSED BY HIGHLANDS AT PINEY CREEK HOMEOWNER ASSOCIATION).**
- B. Forty-five (45) days delinquent, a second notice will be sent with a collection charge of **\$30.00**, which is added to your account – **\$30.00 CHARGE.**
- C. If no payment is received **60 days** after the payment is due, a lien is filed on the property -- **\$100.00 CHARGE TO OWNER, PLUS ATTORNEY FEES.**
- D. If no response is received by this point, Management will then turn the account over to the Association's legal counsel for legal action.

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 REVISED COLLECTION AND LATE CHARGE POLICY WILL TAKE EFFECT MARCH 1, 2004.

*Shirley J. Mercuro, CMAA
Association Business Mgr.*

**WESTWIND
MANAGEMENT GROUP, INC.**