



March 2011

Dear Highlands at Piney Creek 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 March 17, 2011. The Board approved the **amended** delinquency policy.

Your Highlands at Piney Creek HOA quarterly maintenance fee is due on the **FIRST** of each month due. The Highlands at Piney Creek allows a grace period until the **TENTH** of the month due. If your payment is not received by the **TENTH** of the month due, 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 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 DUE.**

- A. If no payment is received by the tenth (10th) of the month a friendly reminder is sent.
\$25.00 LATE CHARGE PLUS INTEREST ASSESSED BY HIGHLANDS AT PINEY CREEK ASSOCIATION, INC.
- B. Forty-Five (45) days delinquent, a final notice will be sent.
\$30.00 COST OF COLLECTION CHARGE BY WESTWIND
- C. If the delinquency problem is not resolved within sixty (60) days after it is due, your home will be liened for the delinquent assessments and accumulated late and/or collection charges 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.

THIS COLLECTION AND LATE CHARGE POLICY WILL TAKE EFFECT APRIL 1, 2011.

Sincerely,
For the Highlands at Piney Creek Homeowners Association Board of Directors

Rana Valentine-Yeksh, CMCA®, AMS®, PCAM®
Association Business Manager



15150 East Iliff Avenue | Aurora, CO 80014-4513 | www.westwindmanagement.com
Ph: (303) 369-1800 | Fax: (303) 369-0007

Providing Excellence in Community Association Management & Accounting Services Since 1986