



July 27, 2009

Dear Lowry Village I Association, Inc. 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 July 20, 2009. The Board unanimously approved the REVISED delinquency policy.

Your Lowry Village I monthly maintenance fee is due on the **FIRST** of each month. Lowry Village I allows a grace period until the **TENTH** of the month. If your payment is not received by the **TENTH** of the month, a \$25.00 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 tenth **10th** of the month a friendly reminder is sent.
\$25.00 LATE CHARGE ASSESSED BY LOWRY VILLAGE I ASSOCIATION, INC.
- B. Thirty (30) days delinquent, a second notice will be sent.
\$30.00 COST OF COLLECTION CHARGE BY WESTWIND
- C. Forty-five (45) days delinquent, a final notice 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 for the delinquent assessments, 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. 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 SEPTEMBER 1, 2009.

Sincerely,
For the Lowry Village I Association, Inc. Association Board of Directors

Lisa Spriggs, CMCA®
Association Business Manager