



January 24, 2008

Dear Park Hill Village (Neighborhood, Condominiums and Townhomes) 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 14, 2008. The three Association Boards unanimously approved the **NEW** delinquency policy.

As you know, you are a member of both the Condominiums and Neighborhood Associations *or* the Townhomes and Neighborhood Associations. Your Park Hill Village monthly maintenance fees are due on the **FIRST** of each month. The Park Hill Village Associations allow a grace period until the **FIFTEENTH** of the month. If your payment is not received by the **FIFTEENTH** of the month, a \$50.00 late charge (\$25.00 for the Neighborhood and \$25.00 for either the Condominiums or Townhomes Associations) 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 **15th** of the month a friendly reminder is sent.
\$50.00 LATE CHARGE ASSESSED BY PARK HILL NEIGHBORHOOD AND EITHER THE CONDOMINIUMS OR THE TOWNHOMES ASSOCIATION.
- B. One month delinquent, a second notice will be sent.
\$60.00 CHARGE BY WESTWIND
- C. Forty-five days delinquent, a final notice will be sent
\$60.00 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 by TWO ASSOCIATIONS with a **\$200.00** charge and will be turned over to the Association's attorney for prompt legal action. -- **\$200.00 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 February 1, 2008.

Sincerely,
For the Park Hill Village Neighborhood Board of Directors and
For the Park Hill Village Townhomes Homeowners Association Board of Directors and
For the Park Hill Village Condominiums Homeowners Association Board of Directors

Jessica Hanson

Jessica Hanson, CMCA®
Association Business Manager