



April 13, 2010

Dear Park Hill Village Homeowner:

The Park Hill Village Condominiums Homeowners Association, the Park Hill Village Townhomes Homeowners Association and Park Hill Village Neighborhood Association have agreed to consolidate collection efforts to save you collection fees!

The Boards for all three Associations unanimously approved the **NEW** delinquency policy.

Your Park Hill Village monthly maintenance fees are due on the **FIRST** of each month. A payment grace period exists until the **FIFTEENTH** of the month. If your payment is not received by the **FIFTEENTH** of the month, a \$25.00 late charge will be assessed to your account. If the maintenance fees continue 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 1<sup>ST</sup> OF EACH MONTH.**

- A. If no payment is received by the fifteenth 15<sup>th</sup> of the month a friendly reminder is sent.  
**\$25.00 LATE CHARGE ASSESSED BY THE ASSOCIATION**
- B. Forty-Five (45) days delinquent, a second notice will be sent.  
**\$30.00 COST OF COLLECTION CHARGE BY WESTWIND**
- C. Sixty (60) days delinquent, a final notice will be sent with promise of lien filing.  
**\$30.00 COST OF COLLECTION CHARGE BY WESTWIND**
- D. If the delinquency problem is not resolved within seventy (70) 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. 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 APRIL 1, 2010.**

Sincerely,  
For the Park Hill Village Neighborhood, Condominium and Townhome Association Boards of Directors

*Jessica Hanson*, CMCA®  
Association Business Manager