



MAILED

APR 27 2007

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April 27, 2007

Dear Park Square 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 April 9, 2007. The Board unanimously approved the **NEW** delinquency policy.

Your Park Square monthly maintenance fee is due on the **FIRST** of each month. Park Square allows a grace period until the **FIFTEENTH** of the month. If your payment is not postmarked by the **FIFTEENTH** 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 1<sup>ST</sup> OF EACH MONTH.**


- A. If no payment is received by the 15<sup>th</sup> of the month a friendly reminder is sent.  
**\$25.00 LATE CHARGE ASSESSED BY PARK SQUARE**
- B. Thirty- (30) days delinquent, a second notice will be sent.  
**\$30.00 CHARGE BY WESTWIND**
- C. Forty-five days delinquent, a final notice will be sent  
**\$30.00 CHARGE BY WESTWIND**
- D. If the delinquency problem is not resolved within fifty-five (55) days after it is due, your unit will be liened with a **\$100.00** charge and will be turned over to the Association's attorney for prompt legal action. -- **\$100.00 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).

*Please find enclosed, for your convenience, a label that needs to be placed on the front of your coupon book, to reflect the new late fee amount of \$25.00.*

**THIS COLLECTION AND LATE CHARGE POLICY WILL TAKE EFFECT June 1, 2007.**

Sincerely,  
For the Park Square at Lowry Townhouse Association Board of Directors

  
Richard Carson, CMCA®  
Association Business Manager