



October 10, 2008

Dear Park Square at Lowry Homeowner:

To properly resolve various delinquency problems that arise from time to time, Westwind Management Group, Inc. proposed a revised "Delinquency Policy" at the Park Square at Lowry Board meeting held September 8, 2008. 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 received 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 1ST OF EACH MONTH.**

- A. If no payment is received by the 15th of the month a friendly reminder is sent.
\$25.00 LATE CHARGE ASSESSED BY PARK SQUARE AT LOWRY TOWNHOUSE ASSOCIATION.
- B. Thirty days (30) delinquent, a second notice will be sent.
\$30.00 CHARGE BY WESTWIND PLUS 18% INTEREST PER ANNUM CHARGED BY PARK SQUARE AT LOWRY TOWNHOUSE ASSOCIATION.
- C. Forty-five (45) 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 home will be liened with a **\$125.00** charge in addition to 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 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 NOVEMBER 15, 2008.

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

Lisa Spriggs

Lisa Spriggs, CMCA®
Association Business Manager