



November 30, 2005

Dear Parkfield Homeowner:

To properly resolve various delinquency problems that arise from time to time, Westwind Management Group, Inc. proposed a revised "Delinquency Policy" at the Parkfield Board meeting held November 15, 2005. The Board unanimously approved the **REVISED** delinquency policy.

Your Parkfield quarterly maintenance fee is due on the **FIRST DAY** of each quarter (January 1st, April 1st, July 1st, and October 1st). Parkfield Master Homeowners Association allows a grace period until **THIRTY DAYS AFTER THE DUE DATE**. If your payment is not received by **THIRTY DAYS AFTER THE DUE DATE**, 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 cover 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 ON THE 1ST OF EACH QUARTER.**

- A. For any quarter in which no payment is received by 15 days after the due date, a friendly reminder letter will be sent to the Owner.
- B. Any quarter, in which payment is not received within 30 days after the initial due date, a second notice will be sent. **A \$25.00 LATE CHARGE WILL BE ASSESSED PER MONTH BY PARKFIELD FOR EACH MONTH THE PAYMENT REMAINS DELINQUENT AND A \$30.00 COLLECTION CHARGE IS ASSESSED BY WESTWIND TO THE OWNER.**
- C. If no payment is received 45 days after the payment is due, a FINAL collection letter with promise of lien filing in 10 days if arrangements for payment are not made -- **\$30.00 COST OF COLLECTION CHARGE IS ASSESSED BY WESTWIND TO THE OWNER.**
- D. If no payment is received 55 days after the payment is due, a lien is filed on the property and your account is turned over to the Association's Attorney for legal action -- **\$100.00 LIEN FEE AND ATTORNEY FEES ASSESSED TO THE OWNER.**

Delinquent quarterly maintenance fees are a very critical problem and Westwind Management takes collection of those fees very seriously. Please help us, and especially yourself, by keeping your quarterly maintenance fees current.

THIS COLLECTION AND LATE CHARGE POLICY WILL TAKE EFFECT January 1, 2006.

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