



October 30, 2009

Dear Piney Creek Homeowners Association, Inc. 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 October 21, 2009. The Board unanimously approved the **REVISED** delinquency policy.

In this unique Association, Owners are members of two Association groups; namely Piney Creek Homeowners Association and Piney Creek Maintenance Association.

Your Association Group monthly assessments are due on the **FIRST** of each month. Your Association Group allows a grace period until the **TENTH** of the month. If your payment is not received by the **TENTH** of the month, a \$10.00 late charge **PER ASSOCIATION** will be assessed to your account. If the assessments 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 an assessment becomes delinquent. **PLEASE REMEMBER ASSESSMENTS ARE DUE BY THE 1ST OF EACH MONTH.**

- A. If no payment is received by the tenth (10th) of the month, a **\$10.00 LATE CHARGE IS ASSESSED BY EACH OF THE ASSOCIATION GROUPS.**
- B. Thirty (30) days delinquent, a friendly reminder will be sent – **NO CHARGE TO THE OWNER.**
- C. Forty-five (45) days delinquent, a second notice will be sent. **A TOTAL \$30.00 COST OF COLLECTION CHARGE BY WESTWIND.**
- D. Sixty (60) days delinquent, a final notice will be sent. **A TOTAL \$30.00 COST OF COLLECTION CHARGE BY WESTWIND.**
- E. If the delinquency problem is not resolved within seventy-five (75) days after it is due, your home will be liened for the delinquent assessments, accumulated late and/or collection charges, and will be turned over to the Association's attorney for prompt legal action. **A \$125.00 TOTAL COST OF COLLECTION CHARGE BY WESTWIND FOR THE ASSOCIATION GROUP IN ADDITION TO THE DELINQUENT ASSESSMENTS, ACCUMULATED LATE FEES AND PREVIOUS COLLECTION COSTS PLUS ANY ATTORNEY FEES.**

Delinquent monthly assessments can be a very critical problem and your Board of Directors and Westwind Management take collection of those fees very seriously. Please help us, and especially yourself, by keeping your monthly assessments 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 DECEMBER 1, 2009.

Sincerely,
For the Piney Creek Homeowners Association, Inc. Board of Directors

Chris Herron, CMCA®
Association Business Manager

