



Dear Saddle Rock Ridge Homeowner:

To properly resolve various delinquency problems that arise from time to time, Westwind Management Group, Inc. proposed an amended "Delinquency Policy" at the Board meeting held February 7, 2011. The Board unanimously approved the **amended** delinquency policy.

Your Saddle Rock Ridge Association semi-annual maintenance fee is due on the **FIRST** of January and July. Saddle Rock Ridge Association allows a grace period until the **30th** of the month. If your payment is not received by the **30th** of the month in which it is due, a **\$25.00** late charge will be assessed to your account and will continue to be assessed monthly until current. 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 JANUARY AND JULY.**

- A. If no payment is received by the **30<sup>th</sup>** of the month a friendly reminder is sent.  
**\$25.00 LATE CHARGE ASSESSED BY SADDLE ROCK RIDGE ASSOCIATION**
- B. Forty-five (45) days delinquent, a final notice will be sent.  
**\$30.00 COST OF COLLECTION CHARGE BY WESTWIND**
- C. If the delinquency problem is not resolved within 55 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, AND 21% INTEREST PER ANNUM IS CHARGED ON THE UNPAID BALANCE FROM THE DATE OF THE LIEN UNTIL THE ACCOUNT PAID IN FULL**

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.

**THIS COLLECTION AND LATE CHARGE POLICY WILL TAKE EFFECT FEBRUARY 7, 2011.**

Sincerely,  
For the Saddle Rock Ridge Homeowners Association Board of Directors

*Rana Valentine-Yeksh*, CMCA®, AMS®, PCAM®  
Association Business Manager



15150 East Iliff Avenue | Aurora, CO 80014-4513 | [www.westwindmanagement.com](http://www.westwindmanagement.com)  
Ph: (303) 369-1800 | Fax: (303) 369-0007

*Providing Excellence in Community Association Management & Accounting Services Since 1986*