



November 2011

Dear San Francisco 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 November 15, 2011. The Board approved the **amended** delinquency policy.

Your San Francisco monthly maintenance fee is due on the **FIRST** of each month. San Francisco 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 and 12% per annum interest charge will be assessed at the end of every month that you have a balance due. 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 SAN FRANCISCO HOMEOWNERS ASSOCIATION, INC.
- B. Thirty (30) days delinquent, a second notice will be sent.
\$30.00 COST OF COLLECTION CHARGE BY WESTWIND plus 12% per annum interest will be added to your account.
- C. Forty-five (45) days delinquent, a final notice will be sent.
\$30.00 COST OF COLLECTION 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 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**

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 NOVEMBER 15, 2011.

Sincerely,
San Francisco Homeowners Association, Inc. Board of Directors



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