



July 2010

Dear Sterling Hills 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 July 21, 2010. The Board unanimously approved the **amended** delinquency policy.

Your Sterling Hills Homeowners Association annual maintenance fee is due on the **FIRST OF JANUARY**. Sterling Hills allows a grace period until the **THIRTIETH OF JANUARY** of each year. If your payment is not received by the **THIRTIETH OF JANUARY**, 10% of your annual assessment will be assessed as a late charge 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 JANUARY.**

- A. If no payment is received by the 30th of January, a friendly reminder is sent.
10% OF YOUR ANNUAL ASSESSMENT IS ASSESSED AS A LATE CHARGE BY STERLING HILLS HOMEOWNERS ASSOCIATION, INC.
- B. If no payment received by February 28th, a second notice will be sent.
\$30.00 COST OF COLLECTION CHARGE BY WESTWIND
- C. If no payment received by March 15th, a final notice will be sent.
\$30.00 COST OF COLLECTION CHARGE BY WESTWIND
- D. If the delinquency problem is not resolved by March 30th, 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 JULY 21, 2010.

Sincerely,
For the Sterling Hills Homeowners Association Board of Directors

Janelle Maninger, CMCA®
Association Business Manager



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

Providing Excellence in Community Association Management & Accounting Services Since 1986