



February 20, 2009

Dear Tallgrass 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 February 5, 2009. The Board unanimously approved the **REVISED** delinquency policy.

Your Tallgrass semi-annual maintenance fee is due two times per year on the **FIRST** of January and on the **FIRST** of July. Tallgrass Homeowners Association, Inc allows a grace period until the **THIRTIETH** of the month due. If your payment is not received by the **THIRTIETH** of the month due, 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 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 THE MONTH THE SEMI-ANNUAL PAYMENT IS DUE.**

- A. If no payment is received by the **30<sup>th</sup>** of the month due, a friendly reminder is sent. **\$25.00 LATE CHARGE ASSESSED BY TALLGRASS HOMEOWNER ASSOCIATION, INC**
- B. If no payment is received **45 days** after the payment is due, a FINAL collection letter with a promise of lien filing in 10 days if arrangements are not made -- **\$30.00 COST OF COLLECTION CHARGE BY WESTWIND**
- C. 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 semi-annual 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 semi-annual maintenance fees current. If you wish to have your semi-annual 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 APRIL 1, 2009.**

Sincerely,  
For the Tallgrass Homeowners Association, Inc. Association Board of Directors

*Kent G. Kuhlmann*, CMCA®

Association Business Manager