



Dear Village Townhouse Homeowner:

To properly collect fees and handle various delinquency problems that arise from time to time, Westwind Management Group, Inc. proposed revisions to the "Delinquency Policy" at the Board meeting held January 15, 2004. The Board unanimously approved the **REVISED** delinquency policy.

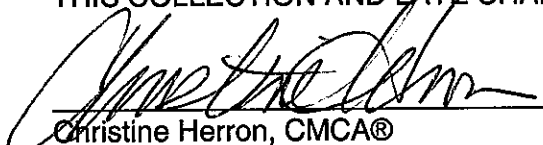
Your Village monthly maintenance fee is due on the **FIRST** of each month. The Village allows a grace period until the **FIFTEENTH** of the month. If your payment is not postmarked by the **FIFTEENTH** of the month, a reminder letter will be mailed to your home. If the maintenance fee continues to remain unpaid, Westwind Management charges a collection fee to cover the cost of 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 – **No charge to you.**
- B. Thirty (30) days delinquent – a second notice will be sent with a collection charge of **\$30.00**, which is added to your account. In addition, the 8% interest charge begins according to the covenant requirement - **\$30.00 CHARGE BY WESTWIND**
- C. Forty-five (45) days delinquent – a final notice will be sent with a collection charge of **\$30.00**, which is added to your account - **\$30.00 CHARGE BY WESTWIND**
- D. If the delinquency problem is not resolved within fifty-five (55) days after it is due, your property will be leined for a **\$100.00** charge and will be turned over to the Association's attorney for prompt legal action - **\$100.00 CHARGE PLUS ATTORNEY FEES**

Delinquent monthly maintenance fees can become a very critical problem and Westwind Management takes collection of those fees very seriously. Please help us, and your community, by keeping your monthly maintenance fees current.

THIS COLLECTION AND LATE CHARGE POLICY WILL TAKE EFFECT MARCH 1, 2004.


Christine Herron, CMCA®
Association Business Manager
Westwind Management Group, Inc.