



May 1, 2007

Re: Revised Delinquent Maintenance Fee Policy

Dear Willowridge Umbrella 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 April 23, 2007. The Board unanimously approved the **REVISED** delinquency policy.

Your Willowridge Umbrella quarterly maintenance fee is due on the **FIRST** day of each quarter (January 1st, April 1st, July 1st and October 1st). The Association allows a grace period until **THIRTY** days after the due date. If your payment is not received by the **THIRTIETH** day after the due date, 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 cover 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 QUARTER.**

- A. If no payment is received by the 30th day after the 1st of the quarter a friendly reminder is sent. **\$25.00 LATE CHARGE ASSESSED BY WILLOWRIDGE UMBRELLA.**
- B. Forty-Five days delinquent, a second notice will be sent with a collection charge of **\$30.00**, which is added to your account. **\$30.00 CHARGE BY WESTWIND**
- C. Sixty days delinquent, a final notice will be sent with an additional 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 seventy days after it is due, your home will be liened with 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 maintenance fees can be a very critical problem for a community and Westwind Management takes collection of those fees very seriously. Please help us, and especially yourself, by keeping your quarterly maintenance fees current.

THIS COLLECTION AND LATE CHARGE POLICY WILL TAKE EFFECT JULY 1, 2007

Sincerely,

For the Board of Directors

Janelle Maninger, CMCA ®

Association Business Manager

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