



May 1, 2009

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 March 23, 2009. The Board unanimously approved the **NEW** 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 **30** days after the due date. If your payment is not received by the **30th** 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. 45 days delinquent, a second notice will be sent with a collection charge of **\$30.00**, which is added to your account. **\$30.00 COST OF COLLECTION CHARGE BY WESTWIND**

C. 60 days delinquent, a final notice will be sent with an additional collection charge of **\$30.00**, which is added to your account. **\$30.00 COST OF COLLECTION CHARGE BY WESTWIND**

D. If the delinquency problem is not resolved within 70 days after it is due, your home will be liened with a **\$125.00** charge and will be turned over to the Association's attorney for prompt legal action. -- **\$125.00 COST OF COLLECTION CHARGE BY WESTWIND PLUS ATTORNEY FEES**

Delinquent quarterly 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 quarterly maintenance fees current. If you wish to have your quarterly 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 May 1, 2009.

Sincerely, for the Willowridge Umbrella Association, Inc., Board of Directors

Janelle Maninger, CMCA®

Association Business Manager

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