



The Northwest Vistas HOA Delinquency Policy

The following policy has been reviewed and approved by Summit Properties, Inc., the Declarant of the Northwest Vistas HOA:

Once an account is delinquent by more than 45 days, the account will be charged interest at 12% per annum per the CC&Rs of the HOA. Also, a late fee of \$50.00 will be charged to the homeowner's ledger and paid to WEB Properties, Inc., per this Delinquency Policy. Interest amounts are retained by the HOA. Interest is calculated at 1.0% of the total outstanding balance, and it compounds monthly. Homeowners will be sent monthly statements showing the new balance owing.

Once the balance owing on an account reaches \$450.00, we will send an Impending Lien Notification to the homeowner(s). This notice generates a \$50.00 fee, charged to the homeowner's ledger and paid to WEB Properties, Inc. If we do not hear from the homeowner(s) within 10 days, a Claim of Lien may be recorded against the property. Unless the debt is disputed in whole or part within thirty (30) days of the date of this letter, it will be assumed that the debt is valid.

If we are not contacted within 30 days of the Notice of Impending Lien to make payment arrangements, we will report the account to the Board, at which time they may choose to authorize WEB Properties, Inc. to file a Claim of Lien. If authorization is given, a lien will be filed and all fees charged by the county, along with an additional \$50.00 filing fee paid to WEB Properties, Inc., will be charged to the homeowner's ledger. A copy of the lien and new updated statement will be sent to the homeowner.

Additional updated statements will be sent on a monthly basis until such time as the account reaches \$900.00, and the Board decides to take further action. If authorized WEB will conduct and provide to the Board a Property Profile Report and a \$250.00 charge will be added to the homeowner's ledger and paid to WEB. The cost of the presentation to the Board is associated with researching the feasibility of a legal action. In most cases, the Board of Directors will authorize a legal action to obtain a money judgment.

Based upon the Board's review, a decision is made to move forward or not. If legal counsel is engaged, a money judgment suit will be brought against the homeowner(s) of a property where the HOA seeks to recover funds from homeowner's assets. A letter from an attorney explaining the process will be sent to the homeowner before the case will be filed in court. Any attorney's fees or time from WEB Properties, Inc. are added to the homeowner's ledger and paid accordingly.

IN SUMMARY:

If an account is 45 Days Late: Interest and Late Fees are charged, and a statement is sent.

If an account reaches \$450.00: A \$50.00 fee is charged, and a Notice of Impending Lien is sent.

30 days after Notice of Impending Lien: A lien may be filed if no contact has been made.

If an account reaches \$900.00: Property Profile Report is generated, and a legal action may be authorized.

Signed: 

Date: 12-19-18

Its: Director