

**STONE RIDGE
COLLECTION POLICY**

Association Assessments are due on the 1st day of the month. Any payments received after the 10th day of the month shall be assessed a **\$25.00 late charge, for each delinquent month, in addition to a charge of 7% per annum until paid in full.**

- 1) **One (1) month delinquent (10th of the month)**—a delinquency letter will be sent from the Accounts Receivable Department of the Management Company reminding the respective owner of his/her delinquent status and requesting full payment including penalties, late charges and fines. The letter will be sent regular mail.
- 2) **Two (2) months delinquent (10th of the month)**—a second delinquency letter will be sent from the Accounts Receivable Department of the Management Company reminding the respective owner of his/her delinquent status and requesting full payment including penalties, administrative fees and fines. The letter will be sent regular mail.
- 3) **Three (3) months delinquent (10th of the month)**—The Management Company will send the owner's file to the Association attorney. The Association attorney will send a lien warning letter requesting full payment of the delinquent Association dues including all penalties, administrative fees, and fines within ten (10) days of the date of the letter. Failure to make full payment within ten (10) days will result in a lien being placed on the owner's unit. The Accounts Receivable Department of the Management Company will send no further notices of delinquency and contact by owner will be referred to the Association attorney.
- 4) **More than three (3) months delinquent**—The Board will decide whether to initiate foreclosure action. The account will be referred to the Association's attorney for review. The Board will act upon the direction of the attorney.
- 5) The Association also may discontinue the furnishing of services to a Co-owner in default upon seven (7) days' written notice to such Co-owner of its intention to do so.
- 6) The owner can request consideration in writing in which an explanation of the delinquency is provided and a payment plan is defined. The acceptance of the payment plan is subject to the approval of the Board of Directors. If the payment plan is approved, the owner will be expected to comply with the plan. Failure to make payments as scheduled, by even one month, will nullify the agreement of the payment plan. Immediate and full payment of the delinquency will be required or legal action will be initiated, up to and including foreclosure.
- 7) The Board retains the right to take legal action to accelerate payments against habitually delinquent owners. This means the owner will be required to pre-pay the association assessments for the balance of the fiscal year.
- 8) Owners will be responsible for all charges assessed by the Association resulting from the collection process, including but not limited to, all attorney costs, court costs, and expenses related to the filing of liens and foreclosures, correspondence related to the delinquency, conversations with the attorney related to the delinquency, costs related to the investigation of the account and miscellaneous fees as may be applicable. These fees cannot be waived.
- 9) Any late fees resulting from a delinquency will be the responsibility of the owner.
- 10) Payments under this policy shall be applied as follows:
 - First to: outstanding legal fees (Includes all attorney expenses and other expenses related to the collection process)
 - Second to: outstanding late fees and related charges (Includes the late fee, the administrative fee and any fines that may be applied)
 - Third to: the balance will be applied to the oldest delinquent assessments in order of the due dates, earliest to latest

Adopted March 3, 2011