

WOODLEDGE AT WHITFORD HILL COMMUNITY ASSOCIATION

ADMINISTRATIVE RESOLUTION #2 ASSESSMENT COLLECTION PROCEDURE

WHEREAS, Article IX, Section 9.04 of the Declaration creating Woodledge at Whitford Hills provides for a Board which shall manage the business, operation, and affairs of the property; and

WHEREAS, Article XIII, Section 13.01 of the same Declaration creates the obligation of its Owners to pay assessments and describes the remedies available for the failure to do so; and

WHEREAS, Article VII, Section 7.14 of the Woodledge at Whitford Hills Community Association Bylaws gives the Board of Directors power for the determination, assessment, and collection of delinquent assessments for common expenses; and

WHEREAS, the Board of Directors wishes to clearly define the procedures it will utilize to collect delinquent assessments;

BE IT THEREFORE RESOLVED that effective July 17th, 2015, these procedures will be followed:


1. The annual assessment for Common Expenses shall be divided into twelve (12) equal monthly installments called association fees, each rounded to the nearest dollar.
2. East month the assessment fee is due by the first day of the appropriate month.
3. Any outstanding balance not received by the 10th of the month shall be termed delinquent.
4. On the 11th of each month, an automatic delinquent fee (late charge) of **\$50** will be assessed to every account with a balance in excess of \$25 including interest.
5. Whenever a delinquent balance exceeds \$25, a 1st time delinquency letter shall be mailed to the Unit Owner. If no response after 7 days is received, a second notice will be mailed to the Unit Owner. If no response is received after 7 days a third notice will be mailed to the Unit Owner. Included in the mailing will be:
 - a. A copy of the Account History which shows the recent charges and payments.
 - b. A statement reflecting the amount of accelerated fees, if charged.
 - c. An explanation that the owner has 7 days to question the records or else it is assumed the debt amount is correct.
 - d. Information on who the Unit Owner may contact to obtain further information and have questions answered.
 - e. Request for payment in full within 10 days.
6. If the balance is not paid within the 10 days and no other satisfactory arrangements have been made, the remaining installments for the fiscal year shall become due and payable (accelerated).

A letter will be sent notifying the Unit Owner of this action and the amount due including any accrued legal charges. A copy of this letter is sent to the Mortgagee, if possible.

7. As provided by Declaration, all related charges for collection of any delinquent account shall be the responsibility of the Unit Owner. Included in this are: court and legal costs, late fees, interests, as well as the delinquent assessment fees. All related bank charges for returned checks will be assessed.
8. Should the account be brought current and a delinquent balance occurs again during the same fiscal year, the Board reserves the right to accelerate remaining installments without prior notice.
9. The delinquent Unit Owner, (including family, friends, or tenants) may not use any recreational facilities, have any Association voting privileges, nor run for or serve on the Board (or any of its committees) for as long as the delinquent account remains unpaid.
10. Legal action on a delinquent account may result in any of the following steps as is required to collect amounts due:
 - a. Enforcing the lien which could prohibit resale or remortgaging of the Unit.
 - b. Foreclosure and sale of the Unit in a manner similar to a mortgage foreclosure.
11. The Executive Board may exercise any and all of its rights as permitted by law and its decision is final.

Approved, by unanimous vote of the Executive Board on this 17th day of July 2015.


WOODLEDGE AT WHITFORD HILLS COMMUNITY ASSOCIATION:



Lou Franzini, President

7-17-2015

Date



Paul Schroeder, Treasurer

July 17 2015

Date



Terrence McGovern, Secretary

7/17/2015

Date