



Delinquency Policy Summary

March, 2017

Dear Willow Creek Homeowner:

To properly resolve various delinquency problems that arise from time to time, Westwind Management Group, Inc. proposed an "Amended Delinquency Policy" at the Board meeting held February 22, 2017. The majority of the Board approved the AMENDED delinquency policy, effective February 22, 2017. The full version of the Amended Association Delinquency Policy may be found on your Association's website at www.westwindmanagement.com listed under "Public Disclosure."

The Willow Creek Homeowners Association No. 1 maintenance fees are due on the **FIRST** of each month the payment is due. The Willow Creek Homeowners Association No. 1 allows a grace period until the **30TH (THIRTIETH)** of the month payment is due. If payments are not received by the **30TH** of the month due, a **\$25.00** late charge will be assessed to the account. If the maintenance fee continues to remain unpaid, Westwind Management charges collection fees to pay for our additional collection work.

The following are Board-approved collection charges that will be added to an owner account if a maintenance fee becomes delinquent. **PLEASE REMEMBER MAINTENANCE FEES ARE DUE BY THE 1ST OF EACH MONTH PAYMENT IS DUE.**

- A. If no payment is received by the 30th of the month due, a friendly reminder is sent.
\$25.00 LATE CHARGE ASSESSED BY THE WILLOW CREEK HOMEOWNERS ASSOCIATION NO 1.
- B. If payment in full is not received by the 45th day of the month due, a second notice will be sent (and 8% interest may be charged on your unpaid balance).
\$30.00 COST OF COLLECTION CHARGE BY WESTWIND
- C. If payment in full is not received 60 days after the payment is due, a final notice will be sent.
\$30.00 COST OF COLLECTION CHARGE BY WESTWIND
- D. If the delinquency problem is not resolved within 30 days after the final notice has been sent, and payment in full has not been received nor a repayment plan agreed to by delinquent owner and Association, the home will be liened for the delinquent assessments, accumulated late and/or collection charges and fees, and will be turned over to the Association's attorney for prompt legal action. **\$125.00 CHARGE PLUS ATTORNEY FEES & COSTS**
- E. If a payment plan is entered into and agreed upon by the Association and the owner, **A \$100.00 ADMINISTRATIVE FEE WILL BE ADDED TO THE OWNER'S ACCOUNT BALANCE TO BE PAID OVER THE TERM OF THE PAYMENT PLAN.**

Delinquent 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 maintenance fees current. If you wish to have your maintenance fee payments taken directly out of your checking or savings account in the future, please visit our website at www.westwindmanagement.com to download a copy of the "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 FEBRUARY 22, 2017.

Sincerely,
For the Willow Creek Homeowners Association No. 1 Board of Directors

Janelle Maninger, CMCA®, AMS, CAM
Association Business Manager



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