

# Woodhill Homeowners Association

## COLLECTION POLICY FOR DELINQUENT ASSESSMENTS

Arizona Statutes and the governing documents for Woodhill Homeowners Association ("Association") establish the personal obligation of each owner for payment of assessments and the procedure to be taken by the Association for the collection of delinquent accounts. (Delinquent assessments serve as an automatic lien on your property.) The Board of Directors has adopted the following written procedure to supplement the provisions of the governing documents.

1. **Payment Due Date:** All Assessments are invoiced annually on January 1<sup>st</sup> and due February 15<sup>th</sup> of each year. Payments not received by March 3<sup>rd</sup> will be assessed a \$15.00 per lot late fee. *Fines for violation of the governing documents are due immediately upon notice and are late after fifteen (15) days.*
2. **15 Days Delinquent:** A *Reminder Notice* will be mailed to each homeowner whose payment has not been received after March 3<sup>rd</sup>. This statement will specify the amount due including a late fee in the amount of fifteen dollars (\$15.00), per lot.
3. **45 Days Delinquent:** Accounts still delinquent after forty-five (45) days of the due date will receive a *Late Notice* specifying the amount due.
4. **75 Days Delinquent:** Accounts still delinquent after seventy-five (75) days of the due date will receive a *Second Late Notice* specifying the amount due.
5. **90 Days Delinquent:** Accounts still delinquent after ninety (90) days of the due date will receive a *Final Notice* stating that the account will be forwarded to the Association's attorney for legal action if the delinquent amount is not paid within ten (10) days.
6. **100 Days Delinquent:** All accounts delinquent for one hundred (100) days or more will automatically be turned over to an attorney for recording a lien against the property and collection of the delinquent amounts. All fees related to collection, including attorney costs, lien fees and process server's charges, are the contractual obligation and personal debt of the homeowner.

Adopted and Approved by  
The Board of Directors  
August 12, 2011