

**SUNCADIA RESIDENTIAL OWNERS ASSOCIATION**  
**Resolution #103c**  
**AMENDED COLLECTION PROCEDURES FOR PAST DUE ACCOUNTS**

WHEREAS, Article 3, Section 3.1 of Suncadia Residential Owners Association (“Association”) Bylaws grants the general power to conduct the business and affairs of the Association to the Board of Directors; and

WHEREAS, the Board deems it to be in the best interests of the Association to adopt a uniform procedure for dealing with delinquent accounts in a timely manner, and further believes it to be in the best interest of the Association to refer these accounts promptly for collection so as to minimize the Association’s loss of assessment revenue.

THEREFORE, be it resolved that the Board of Directors hereby amends existing Resolution 103a, and adopts the following policy as a guide to collect all past due accounts regarding homeowner assessments within the Association. The following Collection Procedure will go into effect as of February 12, 2012 and supersedes Resolution 103b.

**Interest and Late Fees:**

All assessments shall be due on the first day of each quarter (Jan 1, April 1, July1, October 1). Any assessment not received within 25 days of its due date shall be considered delinquent. Accounts that are delinquent shall be charged a late fee of \$30.00 and past due balances shall be charged interest at the rate of 12% per annum from the date of delinquency.

**Courtesy Notice:**

The Association shall send a courtesy notice after an account becomes delinquent to remind the Owner of the amount due and stating that the Association will waive all late fees and interest if the total past due amount is paid within 15 days of the date of the notice. Failure to provide such notice shall not preclude the Association from proceeding with delivery of the First Notice and further collections efforts as described immediately below, but the Association will waive all late fees and interest if such notice is not given so long as the Owner pays all past due amounts within 15 days after first being notified of such delinquency, whether through delivery of the First Notice or otherwise. Owners, who are delinquent more than once, will not have the late fees or interest waived on any subsequent delinquency after the first delinquency.

**First Notice:**

The Association shall send notification of intent to record a Notice of Claim of Lien to all Owners of accounts that remain delinquent after sixty days from the due date. The notification shall provide past due balances, including all late fees and interest, and notify the Owner that a claim of lien shall be recorded if the balance due is not received within 15 days. A \$25.00 charge shall be levied against the account for costs incurred in providing this notification.

**Claim of Lien:**

If the account is not paid in full within 15 days of the date of the First Notice, a Notice of Claim of Lien will be recorded against the Unit having the delinquent account in the real property records of Kittitas County and a copy thereof will be forwarded to any holder of the

first mortgage against the Unit. The lien shall include all past due assessments, late fees, interest and charges related to collection attempts. A charge of \$100.00 plus the expense of filing the notice of claim of lien shall be levied against the account and shall be included in the lien amount.

**Second Notice:**

The Association shall send notification of intent to submit the account to collections to all owners of accounts that remain delinquent after ninety days from the due date. The notification shall provide past due balances, including all late fees and interest, and notify the Owner of the legal remedies available for securing payment of assessments. The notification shall also state that the account shall be submitted for collection if the balance due is not received within 15 days and the Owner shall be liable for payment of charges and all other expenses related to collection attempts. A \$25.00 charge shall be levied against the account for costs incurred in providing this notification.


**Collection:**

Full payment for all past due assessments, fees, interest and other charges is required to clear an account. However, the Association's management company, operating under general collection guidelines established by the Board, may negotiate and approve payment plans, waive all or a portion of fees, interest and other charges, or accept partial payment on a case by case basis.

Once an account is cleared, the Association will file a notice of satisfaction of lien with Kittitas County with no additional charge to the Owner.

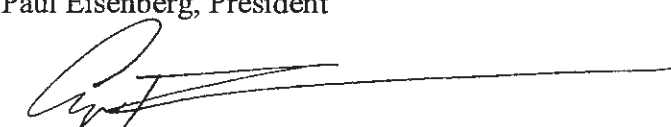
The Board shall approve the submittal of delinquent accounts to collections. These approvals can be made by Board unanimous consent outside of a regular meeting. However, for accounts that have been foreclosed on or ownership transferred, the Board authorizes Management to proceed with collections process without prior approval.

DULY ADOPTED by the Board of Directors on February 14, 2012:



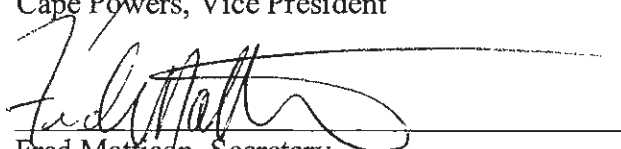
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Paul Eisenberg, President



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Cape Powers, Vice President



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Fred Mattison, Secretary

**TUMBLE CREEK VILLAGE ASSOCIATION**  
**Resolution #204c**  
**AMENDED COLLECTION PROCEDURES FOR PAST DUE ACCOUNTS**

WHEREAS, Article 3, Section 3.1 of Tumble Creek Village Association (“Association”) Bylaws grants the general power to conduct the business and affairs of the Association to the Board of Directors; and

WHEREAS, the Board deems it to be in the best interests of the Association to adopt a uniform procedure for dealing with delinquent accounts in a timely manner, and further believes it to be in the best interest of the Association to refer these accounts promptly for collection so as to minimize the Association’s loss of assessment revenue.

THEREFORE, be it resolved that the Board of Directors hereby amends existing Resolution 204b, and adopts the following policy as a guide to collect all past due accounts regarding homeowner assessments within the Association. The following Collection Procedure will go into effect as of March 1, 2012 and supersedes Resolution 204b.

**Interest and Late Fees:**

All assessments shall be due on the first day of each quarter (Jan 1, April 1, July1, October 1). Any assessment not received within 25 days of its due date shall be considered delinquent. Accounts that are delinquent shall be charged a late fee of \$30.00 and past due balances shall be charged interest at the rate of 12% per annum from the date of delinquency.

**Courtesy Notice:**

The Association shall send a courtesy notice after an account becomes delinquent to remind the Owner of the amount due and stating that the Association will waive all late fees and interest if the total past due amount is paid within 15 days of the date of the notice. Failure to provide such notice shall not preclude the Association from proceeding with delivery of the First Notice and further collections efforts as described immediately below, but the Association will waive all late fees and interest if such notice is not given so long as the Owner pays all past due amounts within 15 days after first being notified of such delinquency, whether through delivery of the First Notice or otherwise. Owners, who are delinquent more than once, will not have the late fees or interest waived on any subsequent delinquency after the first delinquency.

**First Notice:**

The Association shall send notification of intent to record a Notice of Claim of Lien to all Owners of accounts that remain delinquent after sixty days from the due date. The notification shall provide past due balances, including all late fees and interest, and notify the Owner that a claim of lien shall be recorded if the balance due is not received within 15 days. A \$25.00 charge shall be levied against the account for costs incurred in providing this notification.

**Claim of Lien:**

If the account is not paid in full within 15 days of the date of the First Notice, a Notice of Claim of Lien will be recorded against the Unit having the delinquent account in the real property records of Kittitas County and a copy thereof will be forwarded to any holder of the

first mortgage against the Unit. The lien shall include all past due assessments, late fees, interest and charges related to collection attempts. A charge of \$100.00 plus the expense of filing the notice of claim of lien shall be levied against the account and shall be included in the lien amount.

**Second Notice:**

The Association shall send notification of intent to submit the account to collections to all owners of accounts that remain delinquent after ninety days from the due date. The notification shall provide past due balances, including all late fees and interest, and notify the Owner of the legal remedies available for securing payment of assessments. The notification shall also state that the account shall be submitted for collection if the balance due is not received within 15 days and the Owner shall be liable for payment of charges and all other expenses related to collection attempts. A \$25.00 charge shall be levied against the account for costs incurred in providing this notification.

**Collection:**

Full payment for all past due assessments, fees, interest and other charges is required to clear an account. However, the Association's management company, operating under general collection guidelines established by the Board, may negotiate and approve payment plans, waive all or a portion of fees, interest and other charges, or accept partial payment on a case by case basis.

Once an account is cleared, the Association will file a notice of satisfaction of lien with Kittitas County with no additional charge to the Owner.

The Board shall approve the submittal of delinquent accounts to collections. These approvals can be made by Board unanimous consent outside of a regular meeting. However, for accounts that have been foreclosed on or ownership transferred, the Board authorizes Management to proceed with collections process without prior approval.

DULY ADOPTED by the Board of Directors on March 1, 2012:

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Paul Eisenberg, President

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Cape Powers, Vice President

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Pat Gilbrough, Secretary

**The Lodge at Suncadia Master Condominium Association**  
**Relating to Collection Procedures for Past Due Accounts for**  
**The Lodge at Suncadia**

**WHEREAS**, the Governing Documents of the Lodge Master Condominium Association (“CCRs”) assigns the Board all powers and duties necessary for the administration of the affairs of the Lodge Master Condominium Association (“Association”) and states that the Board may do all such acts and things, except those matters that the Board is prohibited from doing by law or the governing documents;

**WHEREAS**, Section 3.1.3 of the Bylaws provides that the directors shall exercise their powers and duties in good faith and in the best interest of the Association and its members;

**WHEREAS**, the Board of Directors wishes to establish standards for the operation and governance of the Association that serve as guiding principles for both volunteer leaders and members of the Association; and,

**WHEREAS**, the Board has determined that it is in the best interests of the Association and the Association’s members to adopt a uniform policy for all past due accounts related to homeowner dues and assessments.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors hereby adopts the following policy as a guide to collect all past due accounts regarding homeowner dues and assessments within the Lodge Residential Condominiums:

**Interest and Late Fees:**

**Any assessment not paid within 30 days of its due date shall bear interest at 12% per annum from the due date, and will also result in a late fee of \$30.00.**

**First Notice:**

**Any owner who is more than 30 days delinquent in the payment of any Assessment will be sent a written notice (First Notice) of the amount of the delinquent Assessment, late fee and interest, together with a request for payment.**

**Second Notice:**

**Any owner who is more than 60 days delinquent in the payment of any Assessment will be sent a written notice (Second Notice) that if the account is not paid in full within 15 days of the date of the Second Notice, a Notice of Claim of Lien will be recorded on title to the Unit of the delinquent owner, and a copy thereof will be forwarded to any holder of the first mortgage against the unit. The Second Notice will also state that any request for a hearing with regard to the delinquent Assessment, including all reasons why the Board should not take collection action, must be submitted in writing to the Board before the Assessment becomes 90 days delinquent.**

**Third Notice:**

**Any owner who is more than 90 days delinquent in the payment of any Assessment will be sent a written notice (Third Notice) that if the account is not paid in full within 10 days, it will be turned over the Association's Agent for collection, and the owner will be liable for payment of charges imposed by the Agent to cover fees and costs charged to the Association.**

RESOLUTION ACTION RECORD

Resolution Type: **Policy No. 401**

Pertaining to: **Collection procedures for homeowner dues and assessments.**

Resolution effective: **January 1, 2008**

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Michael Tande, President

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Del Goehring, Vice President

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Patricia K. Simpson, Secretary

**THE LODGE AT SUNCADIA  
RESIDENTIAL CONDOMINIUM ASSOCIATION**

**Resolution #502a**

**COLLECTION PROCEDURES FOR PAST DUE ACCOUNTS**

WHEREAS, Article 3, Section 3.1 of The Lodge at Suncadia Residential Condominium Association (“Association”) Bylaws grants the general power to conduct the business and affairs of the Association to the Board of Directors; and

WHEREAS, the Board deems it to be in the best interests of the Association to adopt a uniform procedure for dealing with delinquent accounts in a timely manner, and further believes it to be in the best interest of the Association to refer these accounts promptly for collection so as to minimize the Association’s loss of assessment revenue.

THEREFORE, be it resolved that the Board of Directors hereby amends existing Resolution 502, and adopts the following policy as a guide to collect all past due accounts regarding homeowner assessments within The Lodge at Suncadia Residential Association. The following Collection Procedure will go into effect as of April 21, 2010 and supersedes Resolution 502.

**Interest and Late Fees:**

All assessments shall be due monthly on the first day of each month. Any assessment not received within 25 days of its due date shall be considered delinquent. Accounts that are delinquent shall be charged a late fee of \$30.00 and past due balances shall be charged interest at the rate of 12% per annum from the date of delinquency.

**Courtesy Notice:**

The Association shall include a courtesy notice in the next billing after an account becomes delinquent and attempt to contact the Owner by phone to remind the Owner of the amount due and stating that the Association will waive all late fees and interest if the total past due amount is included with the payment sent by the Owner on the next due date. Failure to provide such notice or to make such contact by phone shall not preclude the Association from proceeding with delivery of the First Notice and further collections efforts as described immediately below, but the Association will waive all late fees and interest if such notice is not given or contact not made so long as the Owner pays all past due amounts within 15 days after first being notified of such delinquency, whether through delivery of the First Notice or otherwise.

**First Notice:**

The Association shall send notification of intent to record a notice of claim of lien to all Owners of accounts that remain delinquent after sixty days from the due date. The notification shall provide past due balances, including all late fees and interest, and notify the Owner that a claim of lien shall be recorded if the balance due is not received within 15 days. A \$25.00 charge shall be levied against the account for costs incurred in providing this notification.

**Claim of Lien:**

If the account is not paid in full within 15 days of the date of the First Notice, a notice of claim of lien will be recorded against the Unit having the delinquent account in the real property records of Kittitas County and a copy thereof will be forwarded to any holder of the first mortgage against the Unit. The lien shall include all past due assessments, late fees, interest and charges related to collection attempts. A charge of \$100.00 plus the expense of filing the notice of claim of lien shall be levied against the account and shall be included in the lien amount.

**Second Notice:**

The Association shall send notification of intent to submit the account to collections to all owners of accounts that remain delinquent after ninety days from the due date. The notification shall provide past due balances, including all late fees and interest, and notify the Owner of the legal remedies available for securing payment of assessments. The notification shall also state that the account shall be submitted for collection if the balance due is not received within 15 days and the Owner shall be liable for payment of charges and all other expenses related to collection attempts. A \$25.00 charge shall be levied against the account for costs incurred in providing this notification.


**Collection:**


Full payment for all past due assessments, fees, interest and other charges is required to clear an account. However, the Association’s management company, operating under general collection guidelines established by the Board, may negotiate and approve payment plans, waive all or a portion of fees, interest and other charges, or accept partial payment on a case by case basis.

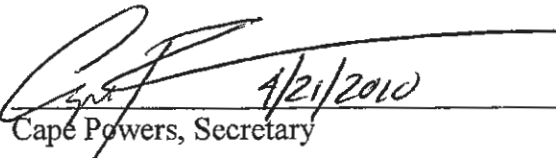
Once an account is cleared, the Association will file a notice of satisfaction of lien with Kittitas County with no additional charge to the Owner.

The Board shall approve the submittal of delinquent accounts to collections. However, for accounts that have been foreclosed on, the Board authorizes Management to proceed with collections process without prior approval.

DULY ADOPTED by the Board of Directors on April 21, 2010:

  
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Gary Kittleson, President

  
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Jim O'Donnell, Vice President

  
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Cape Powers, Secretary



# **Unit Owners of Trailhead Condominium Association**

## **Resolution # 701**

### **COLLECTION PROCEDURES FOR PAST DUE ACCOUNTS**

WHEREAS, Article 8, Section 8.1 of The Unit Owners of Trailhead Condominium Association (“Association”) Bylaws grants the general power to conduct the business and affairs of the Association to the Board of Directors; and

WHEREAS, the Board deems it to be in the best interests of the Association to adopt a uniform procedure for dealing with delinquent accounts in a timely manner, and further believes it to be in the best interest of the Association to refer these accounts promptly for collection so as to minimize the Association’s loss of assessment revenue.

THEREFORE, be it resolved that the Board of Directors hereby adopts the following policy as a guide to collect all past due accounts regarding homeowner assessments within the Association. The following Collection Procedure will go into effect as of February 5, 2015.

#### **Interest and Late Fees:**

All assessments shall be due monthly on the first day of each month. Any assessment not received within 25 days of its due date shall be considered delinquent. Accounts that are delinquent shall be charged a late fee of \$30.00 and past due balances shall be charged interest at the rate of 12% per annum from the date of delinquency.

#### **Courtesy Notice:**

The Association shall send a courtesy notice after an account becomes delinquent stating that the Association will waive all late fees and interest if the total past due amount is included with the payment sent by the Owner on the next due date. Failure to provide such notice or to make such contact by phone shall not preclude the Association from proceeding with delivery of the First Notice and further collections efforts as described immediately below, but the Association will waive all late fees and interest if such notice is not given or contact not made so long as the Owner pays all past due amounts within 15 days after first being notified of such delinquency, whether through delivery of the First Notice or otherwise.

#### **First Notice:**

The Association shall send notification of intent to record a notice of claim of lien to all Owners of accounts that remain delinquent after sixty days from the due date. The notification shall provide past due balances, including all late fees and interest, and notify the Owner that a claim of lien shall be recorded if the balance due is not received within 15 days.

**Claim of Lien:**

If the account is not paid in full within 15 days of the date of the First Notice, a notice of claim of lien will be recorded against the Unit having the delinquent account in the real property records of Kittitas County and a copy thereof will be forwarded to any holder of the first mortgage against the Unit. The lien shall include all past due assessments, late fees, interest and charges related to collection attempts. The expense of filing the notice of claim of lien shall be levied against the account and shall be included in the lien amount.

**Second Notice:**

The Association shall send notification of intent to submit the account to collections to all owners of accounts that remain delinquent after ninety days from the due date. The notification shall provide past due balances, including all late fees and interest, and notify the Owner of the legal remedies available for securing payment of assessments. The notification shall also state that the account shall be submitted for collection if the balance due is not received within 15 days and the Owner shall be liable for payment of charges and all other expenses related to collection attempts. A \$25.00 charge shall be levied against the account for costs incurred in providing this notification.

**Collection:**

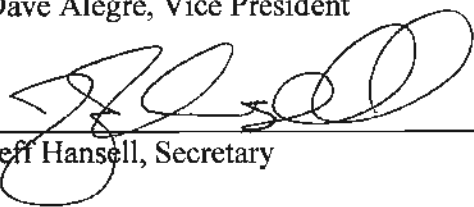
Full payment for all past due assessments, fees, interest and other charges is required to clear an account. However, the Association’s management company, operating under general collection guidelines established by the Board, may negotiate and approve payment plans, waive all or a portion of fees, interest and other charges, or accept partial payment on a case by case basis.

Once an account is cleared, the Association will file a notice of satisfaction of lien with Kittitas County with no additional charge to the Owner.

The Board shall approve the submittal of delinquent accounts to collections. However, for accounts that have been foreclosed on, the Board authorizes Management to proceed with collections process without prior approval.

DULY ADOPTED by the Board of Directors on February 5, 2015:

  
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Christine Doerr, President

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Dave Alegre, Vice President  
  
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Jeff Hansell, Secretary