

**HARRISBURG ESTATES OWNERS ASSOCIATION
ADMINISTRATIVE RESOLUTION UPDATED 01-01-2015
COLLECTION POLICY #1**

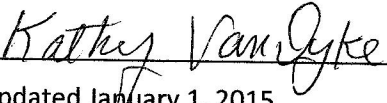
WHEREAS Article V, Section 4, of the Bylaws of the Association, and Article II, Section 1-B, of the CC&R'S, grants the Board of Directors the power to conduct Association business; and Article VII, Section 8 of the CC&R'S and Article XI-Section 3 of the Bylaws grants the authority to levy assessments against owners; and because the Association's economic well-being relies on the timely payment of assessments and other allowable charges; and because it is the Board's duty to use its best efforts to collect funds owned to the Association. LET IT BE RESOLVED THAT these collection procedures shall be followed:

- 1) **AMOUNTS PAYABLE TO THE ASSOCIATION** include but are not limited to regular assessments, special assessments, rules enforcement fees, repairs to the common area that are an owner's responsibility, legal fees and other costs associated with collection of funds on behalf of the Association.
- 2) **PAYMENT SCHEDULE.** The regular assessment is payable in advance on the 1st of each month. Fees not paid by the 15th of the month will be considered delinquent. Payments received will be applied to the oldest charge first.
- 3) **LATE FEES & INTEREST CHARGES.** A late fee of **\$25.00** shall be charged monthly on all delinquent balances. A **\$30.00** Non-Sufficient Funds check charge will apply to any check returned by the bank. Any balance older than 30 days will incur an interest charge of 18% APR (Annual Percentage Rate).
- 4) **SERVICES SUSPENSION.** Upon thirty (30) day prior notice, in accordance with Bylaws, Article II Section 3, and in accordance with CC&R'S, Article V, Section B, cable service may be cut off for past due amounts payable to the Association.
- 5) **COMMON FACILITY USAGE.** Upon thirty (30) day prior notice, in accordance with Bylaws, Article II Section 3 and Article XI-Section 3, and in accordance with CC&R'S, Article V, Section B, usage of common facilities may be suspended for past due amounts payable to the Association.
- 6) **LIEN FILING OR COURT ACTION.** The association shall file a lien or pursue court action for all accounts that are 90 days delinquent and have a balance due of \$20.00 or more. All costs for the preparation, the recording and the satisfying of liens or court action shall be paid by the owner.
- 7) **COLLECTION SERVICES.** If a delinquent account is referred to an attorney for collection, the owner shall be charged the Association's reasonable attorney fees and related costs.
- 8) **ADMINISTRATIVE CHARGES.** The Association may charge the owner additional administrative charges incurred for, but not limited to:
 - a) Fees charged by the HEOA'S Agent to collect funds payable to the Association,
 - b) Owner bankruptcy,
 - c) Foreclosure action or deed in lieu of foreclosure,
 - d) Notification, filing and satisfying liens,

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- e) Enforcement of the Association's Rules, Bylaws, Declaration or Policies,
- f) Litigation
- g) Coordinating repairs to the Association's common areas that result from the acts of owners, their tenants or guests.

This Collection Resolution supersedes any other such policy as may exist in the Governing Documents.



Updated January 1, 2015

Kathy Van Dyke, President Board of Trustees,

Harrisburg Estates Owners Association