

ASHTON GLENN HOA, INC.

**POLICY FOR HANDLING
DELINQUENT MAINTENANCE ASSESSMENTS**

Step I - On January 31st - A polite reminder letter is to be sent. Include in the letter an inquiry to see if there are any problems. If a problem exists, contact the Management Agent or a Board of Director member.

Step II - On February 28th - A second letter is to be sent informing the homeowner that if payment is not received by March 15th:

- a) The account will be turned over to an attorney for collection. All costs will be the homeowner's responsibility.
- b) A late fee of \$25.00 per quarter, starting February 1, 2000 will be added to the outstanding balance.
- c) After five months, all services provided by the Association will be terminated. The stoppage and renewal of the services are the homeowner's responsibility.

Step III - By May 1st, the attorney shall have instituted a personal judgment against the homeowner to be instituted unless the Board grants special permission.