

**COLLECTION OF ASSOCIATION FEES ASSESSMENTS AND SERVICE CHARGES**  
**ARBOR HILLS ASSOCIATION**  
*(Revised September 25, 2008)*

- A. All annual fees are payable in two equal installments, January 1st and July 1st, carrying no interest charge if paid on the first. Semi-annual installments not paid by the close of business on the 10th of the month that they are due shall be considered in arrears and subject to all penalties and interest charges as of the 1st of the month due.
- B. Past due charges for Association Fees are as follows: (all amounts listed below are cumulative).
1. A “Notice of Delinquency” is sent after 10 days from the due date - a fee of **\$35.00** will then be charged to the homeowners account.
  2. A second “Notice of Delinquency” is sent after 30 days from the past due date - a fee of **\$35.00** will then be charged to the homeowners account. **After 60 days from the past due date - a late fee of \$35.00 will be charged to the homeowners account.** A **\$50.00** late fee is charged every month following, **until the account is paid in full.**
  3. A “Notice of Intent to Lien” is sent by the attorney after 90 days past due - a fee of \$100.00, plus legal fees, is then charged to the homeowners account. **At three months from the past due date, the late fee is increased from \$35.00 monthly to \$50.00 monthly.**
  4. After 120 days past due, the lien is processed by the attorney. Additional legal fees will be charged to the homeowner's account.
  5. If the past due amount is paid after the lien is processed by the attorney, additional legal fees will be charged to the homeowner's account to process a discharge of lien.
  6. If the dues are still not paid after 120 days, the Board of Directors has the option to file a lawsuit or proceed with foreclosure. The homeowner will be charged for the court costs incurred (est. \$1,000+).
- C. Checks returned by the bank as not collectible shall be subject to a charge of **thirty-five** dollars (**\$35.00**). If the co-owner has two checks returned to the Association as not collectible, future payments may be required by the Association to be made by certified check, cashiers check or money order or automatic electronic payment.
- D. Any moneys received by the Association shall be first applied to the amounts owed to the Association the longest; any remaining amount will then be applied to current obligations. Any co-owner contesting amounts due the Association may make payment for all amounts not contested and must accompany the payment with a signed notice of intent to contest specific amounts. Specific positive action to clarify the reasons for contesting the amounts due and resolve the conflict must be filed with the Association Business Office within ten business days.
- E. The violation of any of the provisions of the Site Condominium Documents by any co-owner shall be grounds for assessment by the Board of Directors of monetary fines for such violations. No fine shall be levied for the first **notice** of violation. No fines shall exceed **thirty-five (\$35.00)** dollars for the second **notice** of violation, fifty dollars (\$50.00) for the third **notice** of violation, or one hundred (\$100.00) dollars for any subsequent violations.
- F. The managing agent for the Association is acting as an agent of the Association only to collect regular assessments and is not a collection agency or debt collector.