

RESOLUTION OF THE BOARD OF DIRECTORS
ISLAND CREEK COMMUNITY ASSOCIATION

Assessment Billing and Collection Resolution
2000-1

GIVEN THAT Article VI of the Bylaws provides for the Association to establish and collect from the Homeowners assessments to provide for the maintenance of common elements and payment of other common expenses; and

GIVEN THAT for the financial health of the Association as well as the protection of all Homeowner's equity interest, the Board deems it necessary and desirable to establish orderly procedures for the collection of assessments;

NOW, THEREFORE, the Board of Directors resolves that the following assessment collection procedures are hereby adopted:

BILLING PROCEDURES

The Annual Assessment for each fiscal year will be established by the adopted Operating Budget for the fiscal year. The Annual Assessment will be payable in four (4) equal quarterly installments. Assessment installments will be payable quarterly in advance, not later than the first day of each month to which they apply.

All documents, correspondence and notices regarding assessments will be mailed first class to the address appearing on the books of the Association, or as modified in writing by the Homeowner.

Non-receipt of a bill will in no way relieve the Homeowner of the obligation to pay the assessments when due.

COLLECTION PROCEDURES

The Association will mail four (4) assessment coupons to the Homeowner for the payment of the assessments. As an alternative, arrangements can be made with the Association to pay the monthly assessments through a direct debit program. Assessment installments not received by the Association within THIRTY (30) days of the due date will be deemed late, and a charge of Twenty-Five Dollars (\$25.00) per month will automatically be added to the account as a cost of collection charge. The Association will send a Reminder Notice, mailed first class, to all Homeowners who have not paid within FIFTEEN (15) days of the due date.

If the installment(s) and any costs of collection and interest remain past due FORTY-FIVE (45) days after the due date, then the Association will send a Late Notice by certified mail, return receipt requested, to the Homeowner.

If the installment(s) and any costs of collection and interest remain past due SIXTY (60) days after the date due, then the Association will refer the account to the Association's attorney for collection and a Demand Letter will be mailed to the Homeowner by certified mail, return receipt requested. Upon receipt of the account by the Association's attorney, an additional cost of a collection charge will be placed on the account.

If the installment(s) and any costs of collection, interest and attorney's fees are not paid by the Homeowner within FIFTEEN (15) days of the date of the Demand Letter, then the Association will authorize its attorney to file a lien for the full amount due, including but not limited to the costs of collection, the cost of the certified notices, the costs of filing and releasing the lien, and all attorney's fees. At the same time, the Association's attorney will accelerate the assessments due through the remainder of the fiscal year.

The Association, through its attorney, will take further steps to collect the sums due. These steps may include, but are not limited to, obtaining a judgement, garnishing salary or wages, attaching assets, and foreclosing the lien. All costs related to these actions will be added to the amount due and must be paid by the Homeowner.

From the time an assessment installment payment is late until all past due assessments, costs and charges have been paid in full, the right of the delinquent Homeowner to exercise his or her voting rights or to serve on the Board or any Association Committee may be suspended after proper notice and hearing. **Moreover, (1) the right of the Homeowner and/or tenants or guest of the Homeowner to use the recreational facilities will be suspended and (2) the privilege of reserved parking (if reserved parking has been designated for the unit in question) within the boundaries of the Association will be revoked on the sixtieth (60th) day of the delinquency (when the account is turned over to the attorney for collection) until all monies due have been paid in full following notice and hearing as provided in Resolution 2000-2.**

The Board of Directors may grant special exception to this policy in the even of temporary hardship for a Homeowner. However, a Homeowner wishing such an exception must appear in person before the Board or submit a written request to the Board explaining the basis for such an exception. The Board is not obligated to approve such a request.

ADOPTED this 31 day of July, 2000


President
Island Creek Community Association