

# VILLAGES AT QUEEN CREEK HOMEOWNERS ASSOCIATION, INC.

Effective July 1, 2011

## ASSESSMENT COLLECTION POLICY

The following Assessment Collection Policy shall be followed for the Villages at Queen Creek Homeowners Association, Inc.:

**LATE CHARGE:** In compliance with Arizona Revised Statute §33-1803(A), a late charge of Fifteen Dollars (\$15.00) will be applied to every account showing one full assessment due after the published delinquent date.

Assessment Collection Schedule:

- Written reminder to Owner on the sixteenth (16th) day after assessment due date that account is outstanding and a late charge has been applied to account;
- Written DEMAND LETTER mailed on the forty-fifth (45th) day after assessment is due. All demand letter fees are the responsibility of the Owner;
- A LIEN is filed on every account that shows the assessment being at least ninety (90) days past due. The delinquent account is assessed a lien fee. The lien shall not be released until such time as the account is paid in full. All lien fees are the responsibility of the Owner.
- After a lien is filed on the property, should the account remain outstanding, the balance may be sent to an attorney, a collection agency or alternative collection entity at the discretion of the Board of Directors. All legal and/or collection fees are the responsibility of the Owner.

Payments will be applied to an account as follows, in accordance with Arizona Revised Statute §33-1807(K):

1. Past Due Assessments
2. Late Charges
3. Collection Fees (Demand Letter/Lien)
4. Attorney Fees/Collection Costs
5. Fines

The Board of Directors may not consider waiver of late fees, lien fees, or attorney collection fees incurred on an account where the assessment was not paid in accordance with the Assessment Collection Policy through no fault of the Association or its Agent. The Board of Directors retains full discretion to make business decisions concerning the collectability of accounts and their compromise or settlement.

Payment plans will be accepted under the following conditions:

- A. Payments made without benefit of a written payment plan will not be construed as being a part of a payment plan and collection activity shall be initiated in accordance with the Assessment Collection Policy;
- B. Late Charges as provided in the Assessment Collection Policy shall not be applied during the term of the payment plan if payments are received in accordance with the plan;
- C. The minimum acceptable payment plan shall require payments equal to one-sixth of the aggregate of the full assessment due plus collection costs, to be paid on a monthly basis;
- D. Upon default of payment plan, a lien will be filed and collection proceedings may be implemented with no further notice to the Owner.

**CONSENT TO ACTION  
BY THE BOARD OF DIRECTORS  
THE VILLAGES AT QUEEN CREEK HOMEOWNERS ASSOCIATION, INC.  
c/o AAM, LLC  
1600 West Broadway Road, Suite 200  
Tempe, Arizona 85282  
(602) 957-9191**

**ASSESSMENT COLLECTION POLICY**

The undersigned, constituting a quorum of the members of the Board of Directors of the Villages at Queen Creek Homeowners Association, Inc. an Arizona nonprofit corporation, ("Association") hereby takes the following action at a duly held Board of Directors Meeting on May 26, 2011 and, reflected in the meeting minutes.

**RESOLVED**, that the Board of Directors hereby approves the Assessment Collection Policy, dated July 1, 2011, for the Villages at Queen Creek Homeowners Association, attached to this resolution.

**FURTHER RESOLVED**, that the Board of Directors hereby instructs the managing agent to notify all Owners of the implementation of the Assessment Collection Policy effective as of July 1, 2011.

**IN WITNESS WHEREOF**, the undersigned have executed this consent as of this 26th day of May, 2011.



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Bill Lehman  
President and Director, Board of Directors  
The Villages at Queen Creek Homeowners Association