

BARNSIDE CONDOMINIUM, INC.
COLLECTION POLICY
PROCEDURES RELATIVE TO ASSESSMENTS
Relating to collection of routine and delinquent payments

WHEREAS, Article V, Section 3 of the Bylaws states "The Board of Directors shall have all the powers and duties necessary for the administration of the affairs of the Council of Unit Owners... The powers and duties of the Board of Directors shall include but not be limited to the following...(b) The establishment, collection and use of the assessments from the members and for the assessment and/or enforcement of liens therefor...; and

WHEREAS, Article IX, Section 1 of the Bylaws states "Each member shall pay to the Council of Unit Owners or the Corporation in advance, on or before the first day of each month, an annual sum...; and

WHEREAS, there is a need to establish orderly procedures for the billing and collection of said assessments;

NOW THEREFORE, BE IT RESOLVED THAT the following assessment and collection procedures be adopted by Barnside Condominium, Inc.:

1. Each owner's annual assessment is due on the first day of January; however, for the convenience of owners, the annual assessment may be paid in equal monthly installments on the first day of each month, unless otherwise notified by the Board of Directors. There may also be additional fees due, including but not limited to, special assessments, charges, interest or fines, which are subject to this collection policy.

Notices, documents and all correspondence relating to assessments shall be mailed to the address which appears on the books of the Condominium. It is each owner's responsibility to inform the Condominium's managing agent, in writing, of any address change. Payment coupons are provided to all owners once a year.

2. A reminder notice is mailed on or about the 9th of each month to all accounts with a balance for that month. This notice includes notice of acceleration, which must be given within 15 days of failure to pay the installment. The account will be accelerated 15 days after this notice and the remainder of the fee for the balance of the fiscal year will be due.
3. If, at the close of business on the 15th of the month, there is an assessment balance due, a late fee of \$15.00 will be added.
4. On or about the 25th day of the month, a warning notice will be mailed to each home advising the owner(s) that their fee has still not been received and that in ten days their account will be turned over to the association's attorney for lien filing, lawsuit and/or foreclosure.
5. On or about the 5th day of the second month of delinquency, the management agent will turn all delinquent owner accounts not paid by that date over to the association's attorney for collection action.
6. The association's attorney will send the delinquent owner a Notice of Intent to File a Lien (NOI) on or before the 20th day of the second month of delinquency.

7. It is intended that the association's attorney will file the lien against the condominium unit of the delinquent owner between the 30th day and the 45th day after the NOI was mailed. Lien filing is also subject to notice requirements that the attorney will verify before filing the lien.
8. Once the lien is filed, the attorney will proceed immediately with a lawsuit against the delinquent owner(s).
9. The association's management agent may waive up to one late fee per year based on an owner(s) request and verification by management agent of owner(s) past good payment history.
10. All charges for collection action will be charged to the homeowner, including but not limited to management agent collection costs, attorney's fees, postage, private process server fees, interest, and lien recording and releasing fees.
11. All checks returned unpaid must be replaced with a cashier's check or money order and will incur a service charge.
12. Payments received from an owner will be credited to the outstanding balance in the following order:
 - A. Court costs, attorney's fees and other costs of collection.
 - B. Fines, late fees or accrued interest, as applicable.
 - C. Special assessments.
 - D. Annual assessments.
13. In the event an owner attempts to make a payment of less than all monies due and owing the Condominium after collection proceedings have commenced, the Association's attorney will either send a letter to the owner or attempt to contact the owner by telephone or e-mail advising the owner that the payment was applied in accordance with Paragraph 12, hereof, and that his or her account remains delinquent as to all remaining monies owed to the Association. The Association's retention for the partial payment does not constitute a waiver of the Board's authority to foreclose on the owner's property or take action against the owner to collect the outstanding balance.

THIS RESOLUTION IS EFFECTIVE 11/1/2011, 2010 AND ADOPTED BY THE BOARD OF DIRECTORS ON:

DATE: 10-4-10



PRESIDENT

DATE: 10.4.10



SECRETARY