

SAND FLOWER COMMUNITY ASSOCIATION

Assessment Policy and Collection Procedures

Policy:

In accordance with Articles 7 and 8 of the Declaration of Covenants, Conditions, Restrictions, Reservations and Easements (CC&R's), it is the policy of the Sand Flower Community Association that applicable assessments are due and payable as specified below.

1. Annual Assessment – The annual assessment is payable in monthly installments due and payable on the 1st of each month.
2. Special Assessment – Special assessments for capital improvements or other extraordinary expenses require the approval of sixty percent (60%) of the Members and are due and payable as specified by the Board.

Collection Procedures:

If an assessment remains unpaid on the 30th day after the original due date, a reminder notice is sent to the Owner and a late charge of fifteen dollars (\$15) is automatically incurred.

If the assessment remains unpaid sixty (60) days after the original due date, the management company will send, via certified mail, an “*Intent to Lien*” letter to the Owner requesting payment and stating a lien will be filed with the Maricopa County Recorder if the assessment is not paid within (15) days. An additional late fee of fifteen dollars (\$15) and a certified letter charge of thirty dollars (\$30) are automatically incurred.

If the assessment remains unpaid seventy-five (75) days after the original due date, a lien is filed with the Maricopa County Recorder. The owner bears the costs of lien preparation and filing.

The Board will determine, at an executive board meeting, what additional steps shall be taken after the lien has been filed. These actions may include seeking a judgment in court and/or initiating foreclosure action.

Adopted: 2-28-08