

**ST. VRAIN RANCH PROPERTY OWNERS ASSOCIATION, INC.  
COLLECTION POLICY**

**Adopted December 7, 2006**

The following procedures have been adopted by St. Vrain Ranch Property Owners Association, Inc. ("Association") pursuant to C.R.S. 38-33.3-209.5, at a regular meeting of the Board of Directors.

**Purpose:** To establish a uniform and systematic procedure for collecting assessments and other charges of the Association, thus ensuring the financial well being of the Association.

**Collection Philosophy:** All members are obligated to pay all dues and assessments in a timely manner. Failure to do so jeopardizes the Association's ability to pay its bills. Failure of members to pay assessments in a timely manner is also unfair to its other members who do. Accordingly, the Association, acting through the Board of Directors must take steps to ensure timely payment of assessments.

NOW, THEREFORE, IT IS RESOLVED that the Association does hereby adopt the following procedures and policies for the collection of assessments and other charges of the Association:

1. **Due Dates.** The annual assessment as determined by the Association shall be due and payable quarterly in equal installments due on the first day of the quarter month, or may be paid annually due on first day of April of each year. Assessments or other charges not paid to the Association within thirty days after their due date shall be considered past due and delinquent.
2. **Late Charges and Interest Charges.** The Association shall be entitled to impose a late charge of twenty-five (\$25.00) for quarterly installments or Fifty (\$50.00) for the annual payment and to charge interest on the delinquent assessment amount at the rate of Eighteen percent (18%) per annum so long as such assessment shall be unpaid. All such charges shall be due and payable immediately, without notice, in the manner provided for payment of assessments.
3. **Return Check Charges.** A twenty-five dollar (\$25.00) fee shall be assessed against an owner in the event any check or other instrument attributable to or payable for the benefit of such owner is not honored by the bank or is returned by the bank for any reason whatsoever, including but not limited to, insufficient funds. Such return check charge shall be considered to be a "common expense". Notwithstanding this provision, the Association shall be entitled to all additional remedies as may be provided by applicable law. If two or more of an owner's checks are returned unpaid by the bank within any twelve month period, the association may require that all of the owner's future payments, for a period of one year, be made by certified check or money order.

4. Attorney Fees on Delinquent Accounts. The Association shall be entitled to recover its reasonable attorney fees and collection costs incurred in the collection of assessments or other charges due the Association from a delinquent owner.

5. Application for payments made to the Association. The Association reserves the right to apply all payments received on account of any owner first to payment of any and all legal fees and costs (including attorney fees), then to costs and expenses of enforcement and collection, late charges, interest, returned check charges, lien fees, and other costs owing or incurred with respect to such owner, and any remaining amounts shall be applied to the assessments due with respect to such owner.

6. Collection Letters and Time Frames. Collection procedures and time frames shall be as set forth in 13.j of the St. Vrain Ranch "Design Guidelines and Rules and Regulations", as adopted March 10, 2005.

7. Liens. If payment in full of any assessment or other charge is not received within two months after it became due, the Association may cause to be filed a notice of lien against the property of the delinquent owner. The lien shall include fees, charges, late charges, attorney fees, fines and interest owed by the delinquent owner.

8. Referral of Delinquent Accounts to Attorneys. If payment in full is not received within two months after its due date, the Association may, but shall not be required to refer delinquent accounts to its attorneys for collection. Upon referral to the attorneys, the attorneys shall take all appropriate action to collect the accounts referred. After an account has been referred to an attorney, the account shall remain with the attorney until the account is settled, has a zero balance or is written off. All payment plans involving accounts referred to an attorney for collection shall be set up and monitored through the attorney. After consultation with the Board of Directors or the Association's managing agent, the attorneys shall be entitled to exercise all available remedies to collect the amounts due, including judicial foreclosure and appointment of a receiver of the delinquent owner's property.

9. Referral of Delinquent Accounts to Collection Agencies. The Association may, but shall not be required to assign delinquent accounts to one or more collection agencies for collection.

10. Waivers. Nothing in this Resolution shall require the Association to take specific actions other than to notify homeowners of the adoption of these policies and procedures. The Association has the option and right to continue to evaluate

each delinquency on a case by case basis. The Association may grant a waiver of any provision herein upon petition in writing by an owner showing a personal hardship. Such relief granted an owner shall be appropriately documented in the files with the name of the person or persons representing the Association granting the relief and the conditions of the relief. In addition, the Association is hereby authorized to extend the time for the filing of lawsuits and liens, or to otherwise modify the procedures contained herein, as the Association may determine appropriate under the circumstances.

11. Delinquencies Constitute Covenant Violations. Any delinquency in the payment of assessments shall constitute a violation of the covenants contained in the Declaration, and following notice and an opportunity to be heard, the Association shall be entitled to impose sanctions on the delinquent owner consistent with the Association's Notice and Hearing and Enforcement Policy and Procedures.

12. In the event that there exists any conflict between this Collection Policy and the St. Vrain Ranch "Design Guidelines and Rules and Regulations", as adopted March 10, 2005, the provisions of this Collection Policy shall control.

St. Vrain Ranch Property Owners Association, Inc.

By:

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Title

Attest:

\_\_\_\_\_

Secretary

This Collection Policy was adopted by the Board of Directors on the \_\_\_\_ day of \_\_\_\_\_, 2006, effective the \_\_\_\_ day of \_\_\_\_\_, 2006, and is attested to by the Secretary of St. Vrain Property Owners Association, Inc.

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Secretary