

# FOUR HILLS RANCH PROPERTY OWNERS ASSOCIATION

## BOARD RESOLUTION

### ASSESSMENT COLLECTION POLICY

1. Dues Assessments are payable annually and are due on or before the last day of March each year. Owners are subject to a **\$15** late fee for each month the assessment remains unpaid for April – December. Owners are subject to a **\$50** collection fee on July 1 if the assessment remains delinquent on June 30<sup>th</sup>.
2. Payments must be made using the Four Hills Ranch POA website (4hrpoa.org) or by check payable to Four Hills Ranch Property Owners Association (“POA”) and sent to Four Hills Ranch POA, c/o William Weiss, CPA, 809 Riordan Road Suite 202, Flagstaff, AZ 86001.
3. The Association will send a **Late Notice** by regular USPS mail to the Owner once the delinquency is **30** days late.
4. The Association will send a **Second Late Notice** by regular USPS mail to the Owner once the delinquency is **60** days late. **(June 1)**.
5. The Association will send a **Demand Letter** by certified mail, return receipt requested once the delinquency is **120** days **(August 1)**. The **Demand Letter** will state that a **Notice and Claim of Lien** will be filed if the account becomes **180** days delinquent.
6. The POA will record a **Notice and Claim of Lien** once the delinquency reaches **180** days **(October 1)**. A copy of the **Notice and Claim of Lien** will be sent by regular USPS mail to the Owner. At time of recording, the Owner will be responsible for the fees associated with the preparation of the lien, lien recording, and satisfaction of lien recording totaling not less than **\$75**.
7. The POA will proactively determine, on a case by case basis, further collection actions against a delinquent Owner, which may include foreclosure or directing the Association’s attorneys or collection agency to file a lawsuit.
8. A **Last Notice** will be sent by certified mail, return receipt requested at least 30 days before referring the owner’s delinquent account to an attorney or initiating further collection actions. The Owner shall be responsible for the fees associated with the preparation of the **Last Notice** in the amount of **\$100**.
9. Since this Collection Policy is being implemented at the time when Owners are in various stages of delinquency, the POA shall immediately begin collection actions for accounts with balances over **\$750 and/or more than one (1) year delinquent**. All payments received for past assessments will be applied to the oldest amount due.
10. If an approved plan for payment is agreed to by both the POA and the delinquent Owner, no further collection actions (late fees, collections fees, liens, lawsuits, foreclosures) will be taken against the Owner as long as the terms of payment are being satisfied.

This Resolution was adopted by the POA Board of Directors on the 4<sup>th</sup> day of January, 2020 and is effective thirty days (30) following its mailing to all owners.

Thad Johnson  
Board President