



**FOUR HILLS RANCH PROPERTY OWNERS ASSOCIATION  
BOARD RESOLUTION  
ASSESSMENT COLLECTION POLICY**

1. Annual Assessments are due by March 31<sup>st</sup> of each year. Delinquent accounts are assessed a **\$25** monthly late fee April thru December. A **\$125** collection fee is assessed for a **Demand Letter** (120 days delinquent) and a **\$150** collection fee is assessed for a **Notice and Claim of Lien** (180 days delinquent).
2. On-time 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. **Delinquent payments can only be made using a 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. **(May 1).**
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. The owner is responsible for the **\$125** preparation fee.
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 **\$150.**
7. The POA will proactively determine, on a case-by-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 **\$125.**
9. 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 10<sup>th</sup> day of January 2022 and is effective thirty days (30) following its mailing to all owners.

Thad Johnson, Board President

Adopted January 4, 2020

Amended January 10, 2022