

COURTNEY VIEW ESTATES HOMEOWNERS ASSOCIATION DELINQUENCY POLICY

FOR NEW OWNERS

Regular assessments and the assessment for capital improvements (working capital) are payable by residents based on their "date of closing." An initial invoice will be mailed by the first of the following month and is due immediately.

FOR ALL OWNERS

All regular assessments are due annually, in advance, on the 1st day of January without written notice. Said assessments will be delinquent fifteen (15) days after such Assessment was due and will be subject to a **\$15.00 Late Fee** thereafter. All payments must be received in the offices of the management company (Ammerstone Association Management) by the due date. Please make checks payable to: **Courtney View Estates HOA**

**PO Bos 3766
Lacey, WA 98509**

<u>PERIOD</u>	<u>INVOICE DATE</u>	<u>DUE DATE</u>	<u>DELINQUENT</u>
Annual Assessment fee (Jan. 1 – Dec. 31)	December 1	January 1	January 16

In the event of a late charge being levied, the following steps may be taken:

1. If a homeowner has not paid their assessment by the due date a late fee will be applied and a delinquent notice will be mailed to the homeowner requesting payment in full immediately.
2. At sixty (60) days delinquent from the due date of the assessment the homeowner will receive a certified notice stipulating that payment of all monies owed to the Association must be received in the office of the management company or a **Claim of Lien** will be placed against the property. **An additional cost of a certified notice fee (\$10.00) will be assessed to the homeowner's account.**
3. If payment is not received within 30 days of the certified notice, the account will be turned over to the Association's attorney for collection and placement of the Claim of Lien against the property. The homeowner will be responsible for all **Attorney Fees** and **costs** incurred with the collection of the delinquent account. The Association will monitor the delinquent account for filing of a **Small Claim** with the Thurston County District Court thereafter. The owner will be served by a county processor and be required to appear before a judge. The homeowner will be responsible for all **Attorney Fees** and **Costs** incurred with the collection of delinquent accounts.

General Assessments are \$300.00 per year, in advance, without notice.