

**GREENFIELD ACRES HOMEOWNERS ASSOCIATION  
ASSESSMENT COLLECTION POLICY**

**ADOPTED: March 28, 2003**

**EFFECTIVE: April 1, 2003**

**1<sup>st</sup> of January and 1<sup>st</sup> of July:**

**ASSESSMENT IS DUE AND PAYABLE TO:  
GREENFIELD ACRES  
HOMEOWNER'S ASSOCIATION**

**15<sup>th</sup> of January and 15<sup>th</sup> of July:**

A late fee is automatically assessed on every account showing an assessment due. A late notice is sent advising that a late fee has been applied to the account.

**16<sup>th</sup> of February and 16<sup>th</sup> of August:**

A 10 day demand notice advising a lien will be filed on the property on the 1<sup>st</sup> day of the following month and small claims will be processed on the 15<sup>th</sup> day of the following month, if the amount due remains unpaid. Fees incurred for this notice will be added to the homeowner's delinquent account.

**1<sup>st</sup> of March and 1<sup>st</sup> of September:**

If payment is not RECEIVED at the Management office by this date, the Board approved lien fee plus any additional fees incurred will be added to the homeowner's delinquent account and the lien automatically filed.

**A LIEN WILL STAY IN PLACE AGAINST THE PROPERTY UNTIL SUCH TIME AS THE ACCOUNT HAS BEEN PAID IN FULL.**

**15<sup>th</sup> of April and 15<sup>th</sup> of October:**

If payment is not RECEIVED at the Management office by this date, the Board approved small claims fee plus any additional fees incurred will be added to the homeowner's delinquent account and the small claims automatically filed.

**WHEN A SMALL CLAIMS JUDGMENT IS RECEIVED, ANY FEES INCURRED IN THE COLLECTION OF THIS DELINQUENCY WILL BE CHARGED TO THE DELINQUENT OWNER'S ACCOUNT. INCLUDING, BUT NOT LIMITED TO, DEBTOR'S EXAM, GARNISHMENT OF WAGES AND/OR ASSETS SUCH AS BANK ACCOUNTS AND IF REQUIRED, FORECLOSURE.**

**THERE WILL BE A BOARD APPROVED CHARGE FOR CHECKS RETURNED FOR INSUFFICIENT OR UNCOLLECTED FUNDS NOT TO EXCEED \$25.00.**

GREENFIELD ACRES HOMEOWNERS ASSOCIATION  
FORMAL FINE & VIOLATION POLICY

Monetary penalties for violations of the CC&R's, Bylaws, and rules of the Association shall be imposed uniformly according to the procedures set forth as follows:

1. Written notice will be sent to Homeowners at the mailing address as it appears on the records of the Association at the time of notice. The **FIRST NOTICE** shall be a violation letter with no fine imposed and shall give the Owner fourteen (14) calendar days to comply. The notice shall include:
  - The nature and date of the violation.
  - The date for correction of the violation.
  - The fact that a monetary penalty may be imposed for failure to correct the violation or for repeat violations of the same rules as determined by the Board.
  
2. If the violation is not corrected within the time period specified in the first letter, a second notice will be sent. The **SECOND NOTICE** shall be a violation letter with no fine imposed and shall again give the Owner fourteen (14) calendar days to comply. The second notice shall include:
  - The nature and date of the violation and the date of the first notice to the Owner.
  - The date for correction of the violation.
  - The fact that a monetary penalty may be imposed for failure to correct the violation or for repeat violations of the same rules as determined by the Board.
  
3. If the violation is not corrected within the time period specified in the first or second letter, a third and **FINAL** notice will be sent to the Owner via first class mail and certified mail. The cost to send the certified letter will be reversed to the Owner at a charge of \$25.00 to their account. The third notice shall include:
  - The nature and date of the violation and the dates of the first and second notice sent to the Owners.
  - The manner in which the Owner will be provided with an opportunity to be heard with respect to the violation and any monetary penalty which may be imposed. The Board of Directors has the authority to fine anywhere between \$5.00 (five dollars) to \$1,000 (one thousand dollars) for each occurring violation in addition to any daily fines, which also may be imposed.
  - ***Pursuant to state statute, if the Board votes to impose a fine against you and it remains unpaid, it will be treated in the same manner as a delinquent assessment.***

*If the Owner chooses not to accept the certified letter, it will not deter the Board from reviewing the violation at the upcoming Executive Session.*

Subsequent violations of the same rule occurring within a six (6) month period, will automatically have a certified letter sent to the Owner at a charge of \$25.00. The Board may impose additional penalties for the violation(s) if they choose.

Greenfield Acres HOA Fine & Violation Policy Summary:

1. A monetary penalty and cost of sending certified letter to Owner might be assessed for an uncorrected violation of the same article of the CC&R's, Bylaws, and/or rules of the Association.

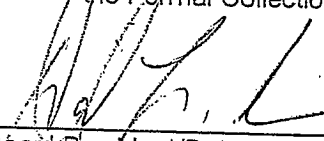
2. Subsequent violations of the same rule, CC&R, or Bylaw occurring within a six (6) month period, will automatically be sent a third and final notice via certified mail and first-class mail. An automatic charge of \$25.00 will be assessed to the Owner's account for sending the certified letter.
3. At any time, the Board of Directors may exercise the option to pursue corrective action through legal means.
4. All Homeowners will have a legal right to be heard before any fine is imposed.
5. All decisions of the Board of Directors are final and may not be further appealed.

Respectfully submitted,

Board of Directors for  
Greenfield Acres HOA

RESOLUTION TO ADOPT FORMAL COLLECTION POLICY FOR THE GREENFIELD ACRES  
HOMEOWNERS ASSOCIATION  
EFFECTIVE DATE: MARCH 01, 2003

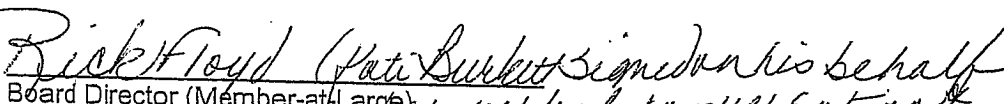
1. WHEREAS, The Board of Directors of Greenfield Acres Homeowners Association is empowered to govern the affairs of the Homeowners Association pursuant to Section 4 of the Bylaws....
2. WHEREAS, there is a need to adopt specific rules on collection policies of the CC&R's and Bylaws of the Association.....
3. WHEREAS, it is the intent that this rule shall be applicable to all Owners, tenants, guests, invitees, or any others residing within the community and this resolution shall remain in effect until otherwise rescinded, modified, or amended by a majority of the Board of Directors...
4. NOW, THEREFORE, BE IT RESOLVED THAT the following rules (attached) regarding the Formal Collection Policy is hereby adopted by the Board of Directors.

  
Board President/Date Signed 2/27/03

  
Vice-President/Date Signed 2/27/03

  
Board Treasurer/Date Signed 2/27/03

  
Board Secretary/Date Signed 2/27/03

  
Board Director (Member-at-Large)  
Date Signed  
*(Rick Floyd signed on his behalf per verbal conversation authorization)*