



**MacPherson's**  
Property Management, Inc.



**VINTAGE I  
HOMEOWNERS ASSOCIATION  
SAMMAMISH, WA.**

11/13/07

All Homeowners  
Vintage I HOA

Dear Homeowners,

The Board of Directors for Vintage I has adopted a new resolution affecting the policies and rules and regulations for the Association:

**Collection Policy for Delinquent Assessments**

Please review the attached resolution and file with your Association documents for reference. This policy becomes effective immediately.

For the Board of Directors

**Gary DeBoer**  
Community Association Manager

RESOLUTION OF THE BOARD OF DIRECTORS OF  
VINTAGE 1 HOMEOWNERS ASSOCIATION  
REGARDING A COLLECTION POLICY FOR DELINQUENT ASSESSMENTS

WHEREAS, the Association's Board of Directors is charged with the responsibility of collecting assessments for common expenses from lot owners pursuant to the Association Declaration and/or Bylaws; and

WHEREAS, from time to time lot owners become delinquent in payment of those assessments and fail to respond to the demands from the Board to bring their accounts current; and

WHEREAS, the Board deems it to be in the best interests of the Association to adopt a uniform and systematic procedure for dealing with delinquent accounts in a timely manner, and further believes it to be in the best interests of the Association to refer these accounts promptly to an attorney for collection so as to minimize the Association's loss of assessment revenue; and

WHEREAS, the Board has retained the Association's attorney for the attorney's experience in representing condominium and homeowner associations in collections and in other matters; and

WHEREAS, the Board has directed the Association's attorney to represent the Association on the terms outlined in this resolution; NOW, THEREFORE,

BE IT RESOLVED that the Association's attorney shall pursue all collection and other matters which the Board, acting through the Treasurer or manager, may from time to time refer to the attorney and shall provide any advice and counsel which the Board may from time to time require; and

BE IT FURTHER RESOLVED that the Treasurer or manager, acting on behalf of the Association, shall pay the Association's attorney the attorney's usual and customary charges for time incurred in connection with the attorney's representation of the Association, together with all costs incurred by the attorney, including but not limited to fees and charges for filing, service of process, messenger service, court reporters, electronic or computer assisted legal research, photocopies, postage, long distance calls, investigator's services, credit reports and title reports, promptly upon receipt of the attorney's monthly invoice; and

BE IT FURTHER RESOLVED that pursuant to the Declaration and/or Bylaws and RCW 64.38.020(11) there is hereby levied against any assessment account which is not paid in full as of the 15 day of each month a late fee in the amount of \$ 25.00 which the Treasurer or manager is authorized and directed to charge to and collect from any delinquent lot owner; and

BE IT FURTHER RESOLVED that the Treasurer or manager is directed to send to any lot owner who is more than thirty (30) days delinquent in the payment of regular or special assessments or other charges authorized by the Association's governing documents (hereinafter referred to as "Assessments"), a written notice that if the account is not paid in full within ten (10) days it will be turned over to the Association's attorney for collection, including filing a lien against the delinquent lot, and that the lot owner will be liable for payment of the minimum charge imposed by the Association's attorney to cover fees and costs charged to the Association; and

BE IT FURTHER RESOLVED that the Treasurer or manager is directed to refer any account which remains delinquent for ten (10) days or more after the written notice to the Association's attorney for collection; and

BE IT FURTHER RESOLVED that the Treasurer or manager is directed to consult with the Association's attorney and turn over for collection immediately any account where the lot owner files or is the subject of a petition for relief in bankruptcy or a lender has commenced any action for foreclosure of its lien against the lot; and

BE IT FURTHER RESOLVED that the following policies shall apply to all delinquent accounts turned over to the Association's attorney for collection:

1. All contacts with a delinquent lot owner shall be handled through the Association's attorney. Neither the Treasurer or manager nor any Association officer or director shall have authority to settle the collection of the account directly with a lot owner after it has been turned over to the Association's attorney unless the Association's attorney is present or has consented to the contact.

2. Unless otherwise specified, all sums collected on a delinquent account should be remitted to the Association in care of the Association's attorney until the account has been brought current. All sums collected shall be applied in the following

order: interest, late charges, legal charges and then to regular or special assessments (in order of the date of the regular or special assessment).

3. All of the estimated Assessments due for the remainder of the fiscal year shall be accelerated and become immediately due and owing. However, the Association's Treasurer, manager and attorney are granted the discretion to waive this acceleration in whole or in part under circumstances which they deem to be appropriate.

4. Interest at the rate provided by the Declaration and/or Bylaws or otherwise at the legal rate shall be collected on all delinquent Assessment amounts, including but not limited to late charges and legal charges. However, the Association's Treasurer or manager and attorney are granted the discretion to waive this requirement in whole or in part under circumstances which they deem to be appropriate.

5. The Association's attorney's minimum legal fee shall be assessed against each delinquent lot and its owner (including repeat collections) when the account is turned over to the Association's attorney for collection. All legal fees and costs incurred in the collection of a delinquent account shall be assessed against the delinquent lot and owner and shall be collectible as an Assessment as provided in Declaration and/or Bylaws.

Adopted on the 23 day of OCTOBER, 2007.

VINTAGE 1 HOMEOWNERS ASSOCIATION

By: Michael P. Behanan  
Its President 23 Oct 07

By: [Signature]  
Its Secretary 11/10/07