

PHEASANT RUN ASSOCIATION, INC.

COLLECTION POLICY

The Board of Directors (“Board”) discussed the collection of delinquent assessments for Pheasant Run Association, Inc. (“Association”) during its January 16, 2023, Board Meeting. The Board voted to approve and to implement the following Collection Policy, effective March 1, 2023.

1. All monthly assessments are due on the last day of each month (and are considered late if not received by that date. If payments are dropped into the overnight drop box after 8am, it will be considered paid the next open business day. Invoices are sent on approximately the 10th day of each month.
2. An administrative late charge of Twenty dollars (\$20.00) per month shall be incurred for any late payment and on any unpaid balance, paid after 4:00PM on the 5th of the following month.
3. An administrative cost of collection charge of One dollar and fifty cents (\$1.50) per mailing shall be levied and collected from the individual owner and/or tenant for matters related to unpaid invoices, water disconnections, and/or matters related to enforcement proceedings.
4. Any payments made to the Association shall be applied in the following order:
 - a. Interest, administration fee and/or administrative late fees owed to the Association.
 - b. Collection costs, attorney fees, paralegal fees, and court costs incurred by the Association in connection with the collection.
 - c. Principal amounts owed on the account for common expenses, utilities, special assessments, or enforcement assessments.
5. Water disconnection procedures may commence for any owner who is more than ten (10) days past due on their balance with the Association.
6. If an Owner is delinquent for a period of sixty (60) days, a notification letter may be sent to the Owner from the Association's Office Administrator.
7. If an Owner is delinquent for a period of ninety (90) days, a collection letter will be sent to the Owner from the Association's Attorney.
8. If an Owner is delinquent for a period of one hundred twenty (120) days, a lien will be placed on the Lot by the Association's Attorney.
9. At any time after the filing of a lien, the Board may authorize the Association's Attorney to file a small claims action, a municipal court action, and/or a foreclosure action against the Owner and/or Lot.

10. Any cost, including attorney fees, recording costs, title reports, and/or court costs incurred by the Association in the collection of delinquent assessments shall be added to the amount owed by the delinquent Owner.
11. The Board may revoke an Owner's voting privileges by sending a letter to the Owner notifying the Owner that the privileges have been revoked due to failure to remain in good standing.
12. The Board may revoke an Owner's rights to use the Association's Common Areas, including the rental hall and storage lot, for any time which the Owner is delinquent by thirty (30) days, by sending a separate letter to the Owner notifying the Owner that the privileges have been revoked due to failure to remain in good standing. Any delinquent owner who has vehicles stored on the storage lot will be subject to be towed upon receipt of the notice set forth above.
13. The Board may also withhold approval of any application presented to the Association for approval with regard to permits and/or architectural design requests for any owner that is not in good standing with the Association.
14. If any Owner (either by his conduct or by the conduct of any occupant) fails to perform any act that he/she is requested to perform by the Declaration, Code of Regulations, or the Rules and Regulations, the Association may, but shall not be obligated to, undertake such performance or cure such violation and shall charge and collect from said owner the entire cost and expense, including reasonable attorney fees of such performing or cure incurred by the Association. Any such amount shall be deemed to be an additional assessment and shall be due and payable immediately following notification of such charge, and the Association may obtain a lien for said amount in the same manner and to the same extent as if it were a lien for common expenses.

I hereby certify that the Collection Policy was duly adopted by the Board on January 16, 2023, and that I caused the Collection Policy to be mailed or hand delivered to the Owners in the Pheasant Run Association on February 9, 2023.



Raymond Skarupa
Pheasant Run Board President

2/8/23
Date