

30 days past due

Homeowner gets a "soft" reminder letter from Sentry that the monthly assessment is past due. Letter is to include the amount of the past due assessment and the total amount due which now includes a 10% late charge plus 1.25% interest plus \$10.00 admin charge. Should the homeowner claim that the assessment was paid, they are to contact Sentry. This is a "soft" reminder letter. Sentry can remove the late charge, interest and admin charge if they deem it to be appropriate (I.E. the assessment had been paid). This takes into consideration lost mail, etc. Sentry may also consider a 45 day reminder letter if past payment history has been good.

60 days past due

Demand letter sent by Sentry. This includes amount due from the 30 day notice above and is to further include the past due assessment for the current month plus 10% late charge for the current month plus 1.25% interest on the total outstanding balance and a second \$10.00 admin charge.

90 days past due

Refer to attorney for collection. Notice of "intent to create a lien" will be sent by Sentry to homeowner. This will be sent via Certified Return Receipt mail as well as First Class mail. This notice will include the total amount due including the current month assessment with a 10% late charge plus 1.25% interest on the total outstanding balance and an admin charge of \$185.00. Homeowner will be given ten days to pay in full or arrange for an acceptable payment plan which the Board can consider.

From the 90 day notice the collection attorney will handle as appropriate. All costs are the responsibility of the homeowner including, but not limited to, attorney/collection fees, ongoing interest of 1.25% of the outstanding balance, ongoing monthly assessments with monthly late charge.

From notice of "intent to create a lien", if not paid in full, and if no payment plan is implemented, a lien may be recorded in conjunction/agreement with the Board, Sentry and the Attorney.

From the recording of a lien, a final warning letter giving homeowner 10 days to pay or create a payment plan, and in conjunction/agreement with the Board, Sentry and Attorney, other action may be implemented.

Note: From 30 days past due the homeowner loses right to vote on HOA matters and loses right to use HOA facilities.