

BOARD OF DIRECTORS FOR THE DARBY ESTATES CONDOMINIUM ASSOCIATION
RESOLUTION 2011 – 09: COLLECTION POLICY FOR DELINQUENT ACCOUNTS

WHEREAS the Board of Directors of the Association is charged with the responsibility of collecting assessments for common expenses from owners pursuant to Article 10 Paragraph 4.1 Section (j) of the Declaration; and

WHEREAS from time to time owners become delinquent in their payments of these 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/collection agency for collection so as to minimize the Association's loss of assessment revenue; and

WHEREAS the Board has directed the Association's attorneys to represent the Association on the terms outlined in this resolution,

BE IT RESOLVED THAT:

1. The Association's attorneys or collection agency shall pursue all collections and other matters which the Board may from time to time refer to them and be provided any advice and counsel which the Board may from time to time require.
2. The Association's attorneys or collection agency shall be paid their usual and customary charges. All costs are to be itemized and invoiced monthly to the Darby Office at 510 Darby Drive.
3. Pursuant to Article 10 Paragraph 4.1 Section (k) of the Declaration there is hereby levied against any delinquent account which is not paid in full as of the fifteenth (15th) day of the month a late fee of \$32.00 by the Association, to be collected from any delinquent owner. This notification will be written and mailed by the Darby Office staff on the sixteenth (16th) of the month. The \$32.00 fee is comprised of a \$20.00 late fee and a \$12.00 administrative fee.
4. Pursuant to Article 10 Paragraph 4.1 Section (k) of the Declaration there is hereby levied against any delinquent account which is not paid in full as of the thirtieth (30th) day of the month it became delinquent, an interest charge from the date of delinquency at the rate of twelve percent (12%) of the amount owing. This will be charged and collected from any delinquent owner, payable to the Darby Office at 510 Darby Drive.
5. The Darby Office is directed to send to any owner who is forty-five (45) days delinquent in payment of a regular or special assessments, or other charges authorized by the Association's governing documents, a written notice of the fee and request for immediate payment at a charge of an additional \$12.00 administrative fee. The written notice will include a warning that at the end of sixty (60) days delinquent the account will be turned over by the Association to a collection agency. Any fees charged by the collection agency will be added to the amount owed.
6. The Association office is directed to refer any account which is more than ninety (90) days delinquent in payment of Assessments written notice of Intent to Lien to the owner via U.S. mail. An administrative fee of \$12.00 will be assessed for mailing this notice. Any fees charged by the attorney will be added to the amount owed.

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Summary of Collection Actions:

16 th day (16 th of the month)	Verify accounts not paid, write and mail delinquent letters with a \$32.00 late charge (\$20 late fee plus \$12.00 administrative fee).
30 th day (30 th of the month)	12% interest is added effective the date of delinquency, and continues until the total delinquent amount is paid.
45 th day (16 th of the 2 nd month)	Written notice and a warning that the delinquent amount will be turned over to a collection agent. An additional administrative fee of \$12.00.
60 th day (30 th of the 2 nd month)	Delinquency is turned over by the Association to a collection agent. Any fees charged by the collection agency will be added to the amount owed.
90 th day (30 th of the 3 rd month)	Delinquency to be turned over to attorney for a lien to be placed on the unit. An administrative fee of \$12.00 will be charged. Any fees charged by the attorney will be added to the amount owed.

BE IT FURTHER RESOLVED that a copy of this resolution shall be sent to each owner at his or her last known address.

ATTESTED that this resolution was approved by the Board of Directors on June 1, 2011:

DARBY ESTATES CONDOMINIUM ASSOCIATION,
A WASHINGTON NONPROFIT CORPORATION,

By: _____
Thelma Darling, President

By: _____
Rita Rukashaza, Secretary