

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
ABBEY ROAD HOMEOWNERS ASSOCIATION  
REGARDING A 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 homeowners pursuant to Article III, Section (b) of the Articles of Incorporation and RCW 64.38.020(2); and

WHEREAS from time to time homeowners 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 for collection so as to minimize the Association's loss of assessment revenue; and

WHEREAS the Board has retained the Law Offices of James L. Strichartz as the Association's attorney for their experience in representing condominium and homeowners associations in collections and other matters; and

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

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

BE IT FURTHER RESOLVED that the Manager or Board, acting on behalf of the Association, shall pay the Association's attorneys their usual and customary charges for time incurred in connection with their representation of the Association, together with all costs incurred by the firm, including but not limited to fees and charges for filing, service of process, messenger service, photocopies, postage, long distance calls, investigator's services, credit reports, and title reports, promptly upon receipt of the monthly invoice; and

BE IT FURTHER RESOLVED that pursuant to Article VI, Section 9 of the Declaration there is hereby levied against any assessment account which is not paid in full as of the thirtieth (30th) day of the month interest at the rate of twelve percent (12%) per annum, which the Manager or Board is authorized and directed to charge to and collect from any delinquent homeowner; and

BE IT FURTHER RESOLVED that the Manager or Board is directed to send to any homeowner who is more than fifteen (15) 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 statement (hereinafter referred to as the "First Notice") of the interest and a request for immediate payment; and

BE IT FURTHER RESOLVED that the Manager or Board is directed to send to any homeowner who is more than thirty (30) days delinquent in the payment of Assessments, a statement (hereinafter referred to as the "Second Notice"), that, if the account is not paid in full within fifteen (15) days, a Notice of Claim of Lien will be recorded; and

BE IT FURTHER RESOLVED that the Association's attorney is directed to file a Notice of Claim of Lien against the delinquent unit as described in the letter to the homeowner and is further

directed to send a copy thereof to the homeowner's lender if the homeowner's Assessments remain delinquent for fifteen (15) days after the date of the Second Notice; and

BE IT FURTHER RESOLVED that the Manager or Board is directed to send to any homeowner who is more than sixty (60) days delinquent in the payment of Assessments, a written notice (hereinafter referred to as the "Third Notice"), that if the account is not paid in full within ten (10) days it will be turned over to the Association's attorneys for collection and the homeowner will be liable for payment of the minimum charge imposed by the Association's attorneys to cover fees and costs charged to the Association; and

BE IT FURTHER RESOLVED that the Manager or Board is directed to refer any account which remains delinquent for ten (10) days after the Third Notice to the Association's attorneys for collection; and

BE IT FURTHER RESOLVED that the Manager or Board is directed to consult with the Association's attorneys and turn over for collection immediately any account where the 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 attorneys for collection:

1. All contacts with a delinquent homeowner shall be handled through the Association's attorneys. Neither the Treasurer nor any Association officer or director or Manager shall discuss the collection of the account directly with a homeowner after it has been turned over to the Association's attorneys unless one of the Association's attorneys is present or has consented to the contact.
2. All sums collected on a delinquent account shall be remitted to the Association in care of the Association's attorneys until the account has been brought current.
3. All payments received on delinquent accounts will be applied first to attorneys fees and costs, then to late charges and interest, then to any special assessments, then to regular monthly assessments, and finally to any other amounts due if any, in that order.
4. The Association's attorneys' minimum legal fee shall be assessed against each delinquent lot and its owner (including repeat offenders) when the account is turned over to the Association's attorneys for collection. That amount shall be credited against the fees and costs actually incurred in the collection of the homeowner's account. 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 collectable as an Assessment as provided in Article VI, Section of the Declaration.
5. To the extent that the Association's attorneys, in their discretion, consider it to be appropriate in the circumstances, they are authorized to enter into an installment payment plan, secured by a Stipulation for Judgment; provided, however, that any payment plan which provides for a down payment of less than the greater of one third (1/3) of the delinquent balance or twice the current monthly assessment, or monthly payments of less than twice the current assessment amount, or a duration in excess of six (6) months shall require the approval of the Manager.
6. Where, at the expiration of the period specified in the Association's attorneys' demand letter, an account remains delinquent and without a payment plan embodied in a signed Stipulation for Judgment or in the event of a default under the terms of either agreement,

the Association's attorneys are authorized to take such further action as they, in consultation with the Board or Manager, believe to be in the best interest of the Association, including but not limited to:

- a. Recording a Notice of Claim of Lien against the Lot; or
- b. Filing suit against the delinquent homeowner for money due pursuant to Article VI, Section 9 of the Declaration; or
- c. Filing a proof of claim in bankruptcy; or
- d. Instituting a judicial action of foreclosure of the Association's lien, pursuant to Article VI, Section 9 of the Declaration; and

BE IT FURTHER RESOLVED that a copy of this resolution shall be sent to all homeowners at their last known addresses.

This resolution was adopted by the Board of Directors on \_\_\_\_\_, 2007, and shall be effective on \_\_\_\_\_, 2007.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Treasurer