

ANTELOPE HILLS ASSOCIATION, INC.
COLLECTION PROCESS OF UNPAID ASSESSMENTS &
A BREAKDOWN OF COLLECTION/LEGAL FEES

The board of directors realizes that, due to the current economic situation, times are tough for everyone right now. This has become very apparent in the increasing number of delinquent accounts the Association is experiencing. The board is also very much aware that the last thing anyone needs during these tough times is additional fees added to their accounts resulting from the collection of unpaid assessments. However, the Association does have a resolution adopted on December 14, 2006, regarding the procedure to be followed so that collection actions are uniformly applied. The procedure will continue to be followed. Per the Resolution:

“Any delinquent amounts not paid in full within the 10 day grace period shall be turned over for collection to the Association’s attorney. All legal fees and expenses incurred by the Association after referral to the attorney shall become additional assessments owed by the delinquent member, which shall be subject to interest and finance charges... The attorney will be instructed to file suit for judgment against the delinquent member, or to foreclose the Association’s assessment lien against the lot owned by the member, or both.”

The collection/legal fees incurred **quickly** reach an amount that far exceeds your original quarterly assessment. To ensure that everyone is aware of and has a clear understanding of the Association’s collection process the table below outlines the steps taken and an estimate of the related costs.

Step	Description	Cost
1.	1 st Delinquent Notice–mailed as part of the next quarter’s billing. If delinquent amount not paid by the 10 th of the next month go to step 2..	\$ 0.00
2.	(a) Late fee of \$25 plus finance charge of 1% per month is added if delinquent balance is not paid within the 10 day grace period. Account is turned over to the Association’s attorney for collections.	\$ 26.25
	Attorney sends out a 2 nd Notice in the form of a letter giving 10 days from the date of the letter to pay–if not paid go to step 3.	\$ 42.00
3.	Attorney: (a) obtains a copy of Warranty Deed;	\$.50
	(b) prepares Complaint and file it with the court;	\$ 480.00
	(c) prepares Summons, Motion for Default by Clerk/Entry of Default, Motion for Default Judgment/Order and Service of Process fee;	\$ 433.00
	(d) prepares Combined Notice of Sheriff’s Sale and Right to Cure and Redeem	\$ 140.00
	(e) Publication Costs and Misc. Costs to Sheriff for sale (Bid Letter)–Cost stated are averaged based on past experience	\$ 500.00
	At this point payment must be made of a Cashier’s Check or Money Order	
4.	If payment is not received prior to the commencement of step 3, upon receipt of payment the attorney must file a Notice of Dismissal with the Court to stop the legal proceedings	\$ 106.00
	TOTAL ESTIMATED COST INCURRED IN LESS THAN 30 DAYS	\$1,727.75

Please note, these cost are estimated based on current cost and subject to change at any time without further notice.