

**UNANIMOUS CONSENT TO ACTION  
BY THE BOARD OF DIRECTORS  
THE COTTAGES AT SIERRA VERDE  
COMMUNITY ASSOCIATION**

c/o AAM, LLC  
1600 W Broadway Road Ste 200  
Tempe, AZ 85282  
(602) 957-9191

**ASSESSMENT COLLECTION POLICY**

The undersigned, constituting all of the members of the Board of Directors of The Cottages at Sierra Verde Community Association, an Arizona nonprofit corporation, hereby take the following actions in writing and without a meeting pursuant to Section 10-3821, Arizona Revised Statutes, which actions shall have the same force and effect as if taken by the Board at a duly called meeting of the Board:

**RESOLVED**, that the Board of Directors hereby approves the Assessment Collection Policy for The Cottages at Sierra Verde Community Association attached to this resolution.

**FURTHER RESOLVED**, that the Board of Directors hereby instructs the managing agent to notify all Owners of the implementation of the Assessment Collection Policy effective as of May 1, 2011.

**IN WITNESS WHEREOF**, the undersigned have executed this consent as of this 12th day of April, 2011.



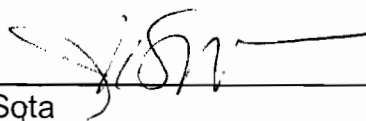
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Larry Krejci  
President and Director, Board of Directors



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Alita Fletcher  
Vice President and Director, Board of Directors



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John LaSota  
Secretary/Treasurer and Director, Board of Directors

# **THE COTTAGES AT SIERRA VERDE COMMUNITY ASSOCIATION**

**Effective May 1, 2011**

## **ASSESSMENT COLLECTION POLICY**

The following Assessment Collection Policy shall be followed for The Cottages at Sierra Verde Community Association:

**LATE CHARGE:** In compliance with Arizona Revised Statute §33-1803(A), a late charge of Fifteen Dollars (\$15.00) or ten percent (10%) of the unpaid assessment, whichever is greater, will be applied to every account showing any part of an assessment (\$25.00 or greater) which is past due.

Assessment Collection Schedule:

- Written reminder to Owner on the sixteenth (16th) day after assessment due date that account is outstanding and a late charge has been applied to account;
- Written demand letter mailed on the thirtieth (30th) day after assessment is due. All demand letter fees are the responsibility of the Owner;
- A lien is filed on every account that shows the assessment being at least forty-five (45) days past due. The delinquent account is assessed a lien fee. The lien shall not be released until such time as the account is paid in full. All lien fees are the responsibility of the Owner.
- After a lien is filed on the property, should the account remain outstanding, the balance may be sent to an attorney or a collection agency at the discretion of the Board of Directors. All legal fees are the responsibility of the Owner.

Payments will be applied to an account as follows, in accordance with Arizona Revised Statute §33-1807(K):

1. Past Due Assessments
2. Late Charges
3. Collection Fees (Demand Letter/Lien)
4. Attorney Fees/Costs
5. Fines

The Board of Directors shall not consider waiver of late fees, lien fees, or attorney collection fees incurred on an account where the assessment was not

paid in accordance with the Assessment Collection Policy through no fault of the Association or its Agent.

Payment plans will be accepted under the following conditions:

- A. Payments made without benefit of a written payment plan will not be construed as being a part of a payment plan and collection activity shall be initiated in accordance with the Assessment Collection Policy;
- B. Late Charges as provided in the Assessment Collection Policy shall not be applied during the term of the payment plan if payments are received in accordance with the plan;
- C. The minimum acceptable payment plan shall require payments equal to one-sixth of the aggregate of the full assessment due plus collection costs, to be paid on a monthly basis;
- D. Upon default of payment plan, a lien will be filed and attorney collection proceedings will be implemented with no further notice to the Owner.