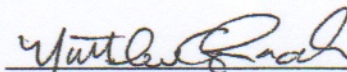


Bretton Ridge Homeowner's Association— Collection Policy

The Board of Trustees ("Board") discussed the collection of delinquent assessments (including annual common expense, also known as annual dues, or special assessments) for Bretton Ridge Homeowner's Association (Association) during its March 13, 2018 Board Meeting. The Board voted to approve and to implement the following Collection Policy effective for the 2018 fiscal year and going forward.

1. All annual assessments are due on the first (1st) day of May and are considered late if not received by that date. Invoices shall be sent at least thirty (30) days in advance of the due date.
2. An administrative late charge of twenty dollars (\$20.00) per month shall be incurred for any late payment and on any unpaid balance.
3. If an Owner is delinquent for a period of thirty (30) days, a notification letter will be sent to the Owner from the Association or its Property Manager.
4. If an Owner is delinquent for a period of seventy five (75) days, a collection letter will be sent to the Owner from the Association's Attorney.
5. If an Owner is delinquent for a period of one hundred twenty (120) days, a lien will be placed on the Lot by the Association's Attorney.
6. Any payments made to the Association shall be applied in the following order:
 - A. Interest, administration fee and/or administrative late fees owed to the Association
 - B. Collection costs, attorney fees, paralegal fees, and court costs incurred by the Association in connection with the collection.
 - C. Principal amounts owed on the account for common expenses, special assessments, or enforcement assessments.
7. At any time after the filing of a lien, the Board may authorize the Association's Attorney to file a small claims action and or a municipal court action against the Owner and/or Lot.
8. Any cost, including attorney fees, recording cost, title reports, and/or court costs incurred by the Association in the collection of delinquent assessments shall be added to the amount owed by the delinquent Owner.

I hereby certify that the Collection Policy was duly adopted by the Board on March 13, 2018 and that the Collection Policy to be mailed or hand delivered to the Owners in the Bretton Ridge Homeowner's Association with the 2018 Assessment Invoice.


Bretton Ridge Homeowner's Association, Secretary

3/13/18
Date