

Standard Collection Policy

Sierra Highlands Community Association

Standard Collection Policy Steps to be completed by CPMC Collection Department

Charges are applied to individual accounts at time of processing. Management Company will invoice Association as per Contract.

15 Days Delinquent	Late Fee and Collection Rebill Fee	10% of Assessment & \$35.00 Rebill Fee
45 Days Delinquent	Pre-Demand Letter	\$15.00
60 Days Delinquent	Demand Letter	\$50.00
75 Days Delinquent	Lien/Lien Release includes Recording Fee	\$300.00
90 Days Delinquent	Account to Small Claim plus Costs	\$300.00

FOLLOWING Small Claim Judgment Award:

*If owner cannot be served Small Claim, Skip Trace if not found Dismiss Case and Forward to Attorney.

The Board of Directors understand that the Association will be billed for costs associated with Lien Recording and Lien Release Recording. Cost is the Current County Recorder Charge.

The Board of Directors understand that the Association will be billed for costs associated with small claims. Cost include: Court Filing Fee, Process Server fee for Service. Charges will be posted to homeowner account at the time Small Claim is filed and at the time process server fee is noticed.

Account to Attorney - Foreclosure

Attorney will send Demand/Foreclosure Letter

If no response to demand – Attorney is authorized by Board to proceed with foreclosure suit beginning with Litigation Guarantee.

Attorney has permission to enter into payment arrangements with homeowner – These arrangements must include current and be completed within 6 to 12 months. If owner proposes a longer plan it will be sent to board for review. If Payment Plan is breached proceed with suit.

Attorney will provide monthly status reports to Account Services Department to be logged and made available to Manager and Board.

Board Direction to CPMC Community Manager & Account Services Department:

Payment Plans

Payment plans by account services representative must be paid in full and completed in 6 to 12 months. If owner proposes a longer plan it will be sent to board for review.

Trustee's Sales

CPMC: Set up Notice of trustee's sale for monitoring. Mark as no decision prior to sale date. Once Trustee's sale: Reverted to 1st Mortgage:

1. Write off account balance and send to post foreclosure collection agency.

Sold to 3rd Party

1. If excess proceeds will pursue collection of proceeds
2. If no excess proceeds – see Reverted to 1st Mortgage

Canceled

1. If canceled CPMC will go to next step in process.

Bankruptcy Notice

Chapter 7 – place account on hold until dismissed or discharged.
Dismissed – Proceed with Collections
Discharged – Advise board of Write off or Recommendation for attorney.

Chapter 13 – split account:

Post – Petition is Zero

If pre-petition is greater than \$600.00 – Send to Attorney to file proof and monitor.

If pre-petition is less than \$600.00 – place on hold – Monitor post-petition.

Post – Petition is Greater than Zero

Post – Petition is not paid and no response to CPMC Demand:

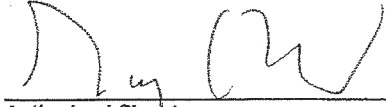
Send account to Attorney to Demand and monitor.

Board Direction to CPMC

The Board of Directors in signing this Policy has authorized its Contracted Agent - City Property Management Company to:

Create, sign and record Liens with the appropriate Arizona County as its Authorized Agent through Contract.

Create, sign and represent the Board of Directors in Small Claims Court a division of the Justice Courts of the State of Arizona.



Date: 5/21/2019

Authorized Signature

Harry A. Bullard

Print Name