

**PINNACLE HILL OWNERS' ASSOCIATION
ASSESSMENT COLLECTION POLICY**

1. This policy supersedes and replaces all other policies and applies to all regular and Special Assessments.
2. Regular Assessments are due annually on April 1. All assessments are deemed late if not paid 15 days from the due date.
3. At 15 days delinquent, a late notice with assessment amount due plus late fee of ten percent (10%) of the assessment amount will be sent to the homeowner. If not paid within 15 days of the first late notice, a second late notice will be sent notifying the homeowner that a lien will be placed against the property / lot if not paid within 15 days of the date of the 2nd notice. If a third notice is sent, this notice will include a notice of lien attached to the property / lot that is recorded in the Maricopa County Recorder's Office. The owner will have 15 days to either pay the amount due, including all late fees, and lien costs, or make arrangements with the Board of Directors to pay the assessment amount due, applicable late fees, and any related lien(s) and fee(s).
4. If a lien is filed, it will remain on the property title until the assessment amount, late fees, collection fees and reasonable attorney fees and costs are paid.
5. Once the lien is filed, and the fees are not paid within thirty (30) days, the account will be forwarded to the Association's legal Counsel, and all communications will be with legal Counsel, and not directly with the Board or management agent.

Adopted and approved this 22 day of AUGUST, 2018


Signature

8/22/18
Date

Vice President
Title