

**WESTRIDGE HOMEOWNER'S ASSOCIATION
2017 ASSESSMENT BILLING AND COLLECTION POLICY**

- 1/2/2017 Invoices issued for the 2017 annual assessment of \$125.00; due and postmarked no later than February 28, 2017.
- 3/1/2017 Assessment statements mailed to homeowners whose payment has not been received. The statement will note the following; YOUR ANNUAL ASSESSMENT PAYMENT HAS NOT BEEN RECEIVED. PLEASE REMIT YOUR PAYMENT, POSTMARKED BY MARCH 31, 2017 TO AVOID A LATE FEE OF \$25.00. At this time until your assessment payment has been received along with any fines or late fees that have been assessed to your account all speaking and voting privileges have been suspended. Once the account reflects a zero balance, all privileges will be reinstated.
- 4/3/2017 Any resident who has not mailed in their assessment postmarked by March 31, 2017 will be assessed a \$25.00 late fee and mailed a revised statement along with a collection letter requesting response 30-days from the date of the letter. This mailing will be sent via certified mail.
- 5/1/2017 Any resident who has not mailed in their 2017 assessment postmarked by April 30, 2017, will be reported to the Board of Directors to review for future collection efforts.

Management does not have the authority to reverse or reduce late fees or fines. All requests must be submitted in writing to the Westridge Board of Directors.