

**Exeter Homeowner Association  
Administrative Resolution  
A03-002  
Recreation Assessment  
Fox Chase at Exeter Condominium Unit Owners Association**

This Resolution describes the procedures for collection of the Annual Assessment for Fox Chase at Exeter Condominium Unit Owners Association Recreation Membership fee for billing and collection of delinquent account(s):

GIVEN THAT Article VI Section 1. Of the By-Laws of Exeter Homeowners Association provides for every person or entity who is a record owner of Fox Chase at Exeter Condominium Unit Owners Association as the same created by Declaration of Condominium recorded in Deed Book 1014 at Page 861 among the land records of Loudoun Country, Virginia, shall be a Recreation Member;

GIVEN that Article IV Section 3. of By-Laws of Exeter Homeowners Association provides for the fee for a Recreation Membership and Optional Recreation Membership shall be established annually by the Board of Directors after consideration of current maintenance costs, construction, reconstruction, repair or replacement of any capital improvements and any further needs of the Association regarding the Recreation Area;

GIVEN THAT Article IX Section 2. sub-section (i) and sub-section (iii) states it shall be the duty of the Board of Directors to fix the amount of the assessments against each lot and of the Recreation Membership fee at least thirty (30) days in advance of the annual assessment period; and to send written notices of Recreation Assessment to Fox Chase at Exeter Condominium Unit Owners Association at least thirty (30) days in advance of the due date;

GIVEN THAT for the financial health of the Association as well as the protection of all Owners, equity interest, the Board deems it necessary and desirable to establish orderly procedures for the collection of assessments;

NOW THEREFORE, the Board of Directors resolves that the following assessment collection procedures for Fox Chase at Exeter Condominium Unit Owners Association are hereby adopted:

**BILLING PROCEDURES**

The Annual Assessment for each fiscal year shall be established by the adopted Operating Budget for that fiscal year. The Annual Assessment shall be payable in three (3) equal installments. Assessment installments shall be payable, not later than the first day of each installment period to which they apply (January 1, April 1, July 1).

All documents, correspondence and notices regarding assessments shall be mailed first class to the address appearing on the books of the Association, or as modified in writing by the Fox Chase at Exeter Condominium Unit Owners Association. Non-receipt of a bill shall in no way relieve the Fox Chase at Exeter Condominium Unit Owner Association of the obligation to pay the assessments when due.

COLLECTION PROCEDURES

Assessment installments not received by the Association within thirty (30) days of the due date shall be deemed late, and a charge of Ten Dollars (\$10.00) per month shall automatically be added to the account as a cost of collection. All delinquent assessment installments shall also bear interest at the rate of six percent (6%) per annum. The Association shall send a Reminder Notice to Fox Chase at Exeter Condominium Unit Owners Association who have not paid within thirty (30) days of the due date.

If the installment(s) and any costs of collection, interest and postage remain past due sixty (60) days after the due date, the Association shall send a Late Notice by Certified Mail, Return Receipt Requested.

If the installment(s) and any costs of collection, interest and postage remain past due ninety (90) days after the due date, the Association shall refer the account to the Association's attorney for collection and a Demand Letter shall be mailed to Fox Chase at Exeter Condominium Unit Owners Association by Certified Mail, Return Receipt Requested. Upon receipt of the account by the Association's attorney, an additional cost of collection fee of Fifty Dollars (\$50.00) will be placed on the account.

If the installment(s) and any costs of collection, interest, postage and attorney's fees are not paid by Fox Chase Unit Owners within fifteen (15) days of the date of the Demand Letter, the Association shall authorize its attorney to file a lien for the full amount due, including by no limited to the costs of collection, the cost of the certified notices, the costs of filing and releasing the lien, and all attorney's fees.

At the same time, the Association shall, through its attorney, take further steps to collect the sums due. These steps may include, but are not limited to , obtaining a judgment, garnishing salary or wages, attaching assets, and foreclosing the lien. All costs related to these actions shall be added to the amount due and must be paid by Fox Chase at Exeter Condominium Unit Owners Association.

From the time an assessment installment payment is late through to when all past due assessments, costs and charges have been paid in full, the right of Fox Chase at Exeter Condominium Unit Owners Association or to enjoy the use of the common elements of the Exeter Homeowners Association shall be suspended.

The Board of Directors may grant special exceptions to this policy in the event of temporary hardship for Fox Chase at Exeter Condominium Unit Owners Association. However, to request such an exception a member of the Board of Directors of Fox Chase at Exeter Condominium Unit Owners Association must appear in person before the Board and also make a written request for the Association records. The Board is not obligated to approve such a request.

The Effective Date of this Resolution shall be \_\_\_\_\_, 2003

ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2003.

Director \_\_\_\_\_ Director \_\_\_\_\_  
President Secretary  
Director \_\_\_\_\_  
Treasurer