

Countryside Community Club Association

Collection Policy

Revised May 2026

I. Introduction

Per Paragraph 1 of the Declaration of Covenants, Conditions and Restrictions for the Countryside Community Club and Article VII, Section 1 C (1 through 3) of the Association's Bylaws, the Board of Directors of Countryside Community Club Homeowners Association has a fiduciary duty to collect assessments. The Association's manager performs certain collections of assessments for the Association. Below is the outline of the collection process as approved by the Board and as performed by its management.

II. The Collection Process

Management begins collections procedures when an individual lot owner is delinquent in paying assessments as follows:

- i. **Letter One: 35 days delinquent.** Friendly Reminder Notice sent to Homeowner: A \$15.00 late fee is assessed to the account at 30 days delinquent for nonpayment.
- ii. **Letter Two: 60 days delinquent.** Delinquent Notice sent to Homeowner stating the account will be sent to collections for nonpayment.
- iii. **Letter Three: 90 days delinquent.** Demand letter sent to Homeowner stating the account will be sent to collections for nonpayment.
- iv. **Letter Four: 120 days delinquent.** Demand letter sent to Homeowner via certified mail & regular mail per (A.R.S. 33-1256 & 33-1807) stating the account will be sent to the Association's attorney in 30 days for nonpayment.
 - After the thirty-day (30) period for payment expires, if no payment is received or payment arrangements are made, the account is sent to the Association's attorney for collections. All communication regarding payment must be made through the attorney once the account is sent to the attorney.

- The attorney will record a lien against the property. If no payment arrangement is reached within 10 days after recording the lien, the attorney will proceed with collections.

v. **Suspension of Club Privileges.** Club use privileges of the facility shall be suspended for the entire property and its members attached to the property upon the account being sent to the attorney. Club privileges shall only be reinstated after the account has been satisfied in full with the attorney's office.

Management and HOA attorneys have no authority to negotiate reductions of the assessments and/or fines. The attorney will forward to the Board of Directors requests for waiver of assessments and/or fines. Board of Directors or the attorney may waive and/or suspend late fees and interest, but only in exchange for payment of all the delinquent assessments in full. Management will enter into written payment arrangements.

This Collection Policy shall not be construed to require receipt or actual notice by a homeowner of any Friendly Reminder Notices, Delinquent Notices or Certified Demand Letters as a pre-condition to turnover of a delinquent account to legal counsel for collections.

This resolution was adopted by the Board of Directors on May 13, 2026, and shall be effective on June 1, 2026.

President: _____

Secretary: _____