

**ASHBROOKE OWNERS ASSOCIATION
ASSESSMENT COLLECTION POLICY
EFFECTIVE SEPTEMBER 11, 2013**

1. Ashbrooke Owners Association is due and payable semi-annually on January 1 and July 1 of each year; any prorated assessments are due and payable within 30 days from billing.
2. Assessments remaining unpaid after thirty (30) days (on or about February 1 and August 1, respectively, in the case of regularly scheduled assessments) will be deemed to be delinquent and the owners pool card will be deactivated. To reactivate the card, a delinquent owner must pay the total sum due including a \$50 pool card reactivation fee.
3. If an assessment account remains unpaid after sixty (60) days (on or about March 1 and September 1, respectively, in the case of regularly scheduled assessments) a lien will be filed with no further notice required, and a \$300.00 lien filing charge will be added to the delinquent account.
4. Should any assessment remain unpaid one-hundred-twenty (120) days after the due date (on or about May 1 and November 1, respectively, in the case of regularly scheduled assessments) a legal action will be filed upon Board approval in a court of competent jurisdiction for collection of all sums due, including the delinquent assessment, lien charges, legal costs, and any and all other charges associated with the collection.
5. Hardship cases will be judged on a "case by case" basis as presented to the Board of Directors. The decision of the Board of Directors will be final. However, any person aggrieved by the decision of the Board may request to appear before the Board of Directors in an appeal of the Board of Directors decision. Such request shall be given in writing and postmarked, or delivery acknowledged, not less than ten (10) days prior to the meeting of Board of Directors at which the request will be heard. The Board has the authority to negotiate payment plans, but not to forgive assessments owed.
6. In summary:
 - January Semi-Annual Assessment installment
 - January 1 – Due and payable;
 - February 1-Delinquent; Pool Card Deactivated \$50 Charged
 - March 1 (or thereafter) – Lien Filed
 - May 1 (or thereafter)-Court action filed.

 - July Semi-Annual Assessment Installment
 - July 1-Due and payable;
 - August 1-Delinquent; Pool Card Deactivated \$50 Charged
 - September 1 (or thereafter) – Lien filed
 - November 1 (or thereafter) – Court action filed