Association’s Policy Governing the Collection of

Unpaid Assessments

(Adopted by unanimous written consent of the Board of Directors,

effective January 1, 2014)

Whereas, Stapleton Mansion Homes Condominium Association Filing No 2, referred to herein as the “Association”, has the power and authority under its governing documents to make assessments, regular and special, and collect such assessments to carry out the operation and maintenance responsibilities of the Association;

Now therefore, the Association’s policy governing the collection of unpaid assessments is stated as follows:

A. Due Date. Regular monthly assessments are due on the 1st day of the month and are considered past due and delinquent after the 15th day of the month.

B. Late Charge/ Interest. The Association is entitled to assess a late fee of $10 for a past due payment and interest at 12% per annum for late payments after 30 days.

C. Return Check Fee. The Association may assess and collect a fee of $20 for each check payable to the Association returned by the bank without payment.

D. Payment Plan. Before the Association turns over a past due or delinquent account of a unit owner to a collection agency or refers it to an attorney for legal action, the Association shall make a good faith effort to coordinate with the unit owner to set up a payment plan to pay off the deficiency in equal installments over a period of at least six months.

E. Notice of Delinquency. Before the Association turns over a past due or delinquent account of a unit owner to a collection agency or refers it to an attorney for legal action, the association must send the unit owner a Notice of delinquency specifying:

1. the total amount due, with an accounting of how the total was determined;

2. whether the opportunity to enter into a payment plan exists pursuant to section 38-33.3-316.3 C.R.S and instructions for contacting the Association to enter into such a payment plan;

3. the name and contact information for the individual the unit owner may contact to request a copy of the unit owner’s ledger in order to verify the amount of the debt; and

4. that action is required to cure the delinquency and that failure to do so within thirty days may result in the unit owner’s delinquent account being turned over to a collection agency, a lawsuit being filed against the owner, the filing and foreclosure of a lien against the unit owner’s property, or other remedies available under Colorado Law;

F. Application of Payments. Payments received by the Association on the delinquent account of a unit owner shall be applied first, costs, including attorney fees incurred by the Association directly related to the delinquent account, second, to late charges and interest assessed against the account, and, third, to the assessments that are past due.

G. Legal Remedies. The legal remedies available to the Association under the Association’s governing documents and Colorado Law include 1) court action against the unit owner seeking a personal judgment and action to enforce such judgment, 2) the filing and foreclosure of a lien against the unit owner’s property.

H. Interpretation. This Collection Policy shall be interpreted in accordance with the provisions of the *Colorado Common Interest Ownership Act*, as amended.