

HASLEY HILLS HOMEOWNERS ASSOCIATION  
CASTAIC, CALIFORNIA

February 28, 2006

Dear Hasley Hills Homeowners:

Enclosed please find the revised delinquency policy approved by the Board of Directors.

Effective January 1, 2006, several legislative changes were made that related to Community Associations. One of the changes now requires the Board to vote on filing a lien in an open Board meeting. In addition, the Association cannot foreclose on a lien until the balance owed is either \$1800 or one year in arrears. The Association is also required to offer Internal Dispute Resolution prior to foreclosing on a homeowner's property.

This policy will become effective in 30 days or on March 28, 2006.

In addition, the Board of Directors elected to utilize a coupon book in lieu of mailing a monthly billing statement. You will receive this coupon book in mid March. The book will contain 9 coupons (April – December 2006) for you to use when you make your monthly payment. The Board chose this method of billing to save the Association approximately \$4,000 annually because the association is not incurring the postage and handling costs involved with mailing a monthly statement.

Should you have any questions, please feel free to contact me at 661-799-1135 extension 210.

Sincerely,



Nancy O'Neil  
Senior Association Manager  
Acting on Behalf of the Board of Directors

Encl. Revised Collection & Delinquency Policy

HASLEY HILLS HOMEOWNERS ASSOCIATION  
BILLING PROCEDURE/DELINQUENCY POLICY

**Billing Statements**

Homeowners receive an annual coupon book prior to the Association's year-end. It is the owner of record's responsibility to pay each assessment in full each month regardless of receiving a reminder notice. Homeowner accounts are assessed on the first of each month.

**Delinquent Assessments**

Payments are due on the first (1<sup>st</sup>) of each month and are considered delinquent on the fifteenth (15<sup>th</sup>) of that month. If payment is not received within the 15 days of the stated due date, a \$10 late fee will be assessed to the homeowners account.

If the account remains delinquent on the fifteenth (15<sup>th</sup>) of the second month, a \$10 late charge is assessed and the homeowner is given 10 days to bring their account current. A \$10 late charge is assessed each month thereafter as long as the account remains delinquent in assessments.

If the account is not brought current, the homeowner's account is assessed \$100 for preparing the delinquent owner's collection file to be sent to the Association's legal counsel for a certified pre-lien warning. If payment in full is not received by the Association within the timeframe requested by the attorney, a lien can be recorded against the property as outlined to the homeowner in the pre-lien letter.

If the lien is not satisfied within thirty (30) days, the Board may elect to foreclose on the lien to collect payment in full if the delinquent assessments are equal to or exceed \$1800 or the assessment are 12 months delinquent.

All collection and legal fees will be the responsibility of the homeowner.

**Interest**

Interest in the amount of 12% per annum will be assessed on the last day of each month. Homeowners who are charged interest will receive a statement showing the total amount owed once interest has been applied.

**Small Claims**

The Association may also proceed to collect through small claims action

**Application of Monies**

Any monies received will be collected in the following order: first current and prior delinquent assessments, special assessments, late charges, legal fees, recreation center key replacement fees, C&R fines, NSF bank charges and finally, any miscellaneous charges.