

**Lakeshire HOA**  
**Revised Administrative Resolution**  
**For Collection of Delinquent Accounts**

The Board of Directors of the Lakeshire HOA is charged with the responsibility of collecting Regular Assessments, Assessments for Non-Compliance, Assessments for Capital Repair or Improvements, Assessments for Working Capital Fund and Assessments for Budgetary Shortfall or Specific Purpose (Special Assessment) for common expenses from homeowners pursuant to the Declaration; and

From time to time homeowners become delinquent in their payments of these assessments and fail to respond to the demands from the Board to bring their accounts current.

The Board deems it to be in the best interests of the Association to adopt a uniform and systematic procedure for dealing with delinquent accounts in a timely manner, and further believes it to be in the best interests of the Association to refer these accounts promptly to an attorney for collection so as to minimize the Association's loss of assessment revenue.

The Association's attorneys will pursue all collection and other matters which the Board, acting through the Manager, may from time to time refer to them and to provide any advice and counsel which the Board may from time to time require.

The Manager, acting on behalf of the Association, will pay the Association's attorneys their usual and customary charges for time incurred in connection with their representation of the Association, together with all costs incurred by the firm, including but not limited to fees and charges for filing, service of process, messenger service, photocopies, postage, investigator's services, credit reports, and title reports, promptly upon receipt of the monthly invoice.

The amount levied against any assessment account which is not paid in full as of the due date will be assessed a late fee in the amount of \$25.00 and interest from the due date at the rate of 6% per annum for each month the account remains delinquent, which the Manager is authorized and directed to charge to and collect from any delinquent homeowner.

The Manager is directed to send to any homeowner who is more than thirty (30) days delinquent in the payment of any assessments, or other charges authorized by the Association's Governing Documents (hereafter referred to as "Assessments"), a written notice (hereafter referred to as the "First Notice") of the late fee and a request for immediate payment.

The First Notice sent by the Manager to the delinquent owner will state that any request for special consideration of hardship circumstances, including all reasons why the Board should consider the request, must be submitted in writing to the Board before the Assessment becomes sixty (60) days delinquent, together with a request for a hearing, or in the alternative, a request that the determination be made by the Board based on the written request, and if not so submitted, then such request will have been deemed waived; and

The Manager is directed to send to any homeowner who is more than sixty (60) days delinquent in the payment of Assessments written notice (hereinafter referred to as the "Second Notice") that, if the account is not paid in full within thirty (30) days from that date, a Notice of Lien will be recorded at the Dorchester County RMC office and any such fees incurred will be the responsibility of the homeowner.

The Manager is directed to send to any homeowner who is more than ninety (90) days delinquent in the payment of Assessments, a written notice (hereinafter referred to as the "Third Notice"), that if the account is not paid in full within ten (10) days the remaining assessments scheduled for the current fiscal year may be

accelerated and due immediately and at the direction of the Board will be turned over to the Association's attorneys for collection. The homeowner will be liable for payment of the minimum charge imposed by the Association's attorneys to cover fees and costs charged to the Association.

The following policies will apply to all delinquent accounts turned over to the Association's attorneys for collection:

1. All contacts with a delinquent homeowner will be handled through the Association's attorneys. Neither the Manager nor any Association officer or director will discuss the collection of the account directly with a homeowner after it has been turned over to the Association's attorneys unless one of the Association's attorneys is present or has consented to the contact.
2. Where, at the expiration of the period specified in the Association's attorneys' demand letter, an account remains delinquent and without a payment plan embodied or in the event of a default under the terms of either agreement, the Association's attorneys are authorized to take such further action as they, in consultation with the Board, believe to be in the best interest of the Association, including but not limited to:
  - a. Filing suit against the delinquent homeowner for money due pursuant to the Declaration; and
  - b. Instituting an action for foreclosure of the Association's lien, pursuant to the Declaration

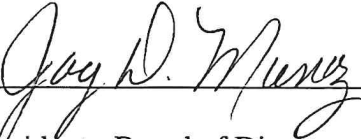
A copy of this resolution will be sent to all homeowners at their last known addresses.


This resolution was adopted by the Board of Directors on September 30, 2021, and will be effective on September 30, 2021.

Recorded in the Book of Minutes on September 30, 2021.

Signed: September 30, 2021

WITNESS:

  
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President - Board of Directors

  
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