

(3rd Publishing)  
Pinewood Village of Melbourne HOA Inc.  
C/O Directors Choice Management  
1713 Thrush Drive  
Melbourne, Florida 32935(321) 213-2232

December 8, 2014

To owners in Pinewood Village:

Over the past several months I have had numerous questions in reference to maintenance fees in Pinewood Village. So what I've decided to do is to put those questions in letter form and send it to all the owners with the answer. I am hopeful that this will answer your questions as well. If you do not see your question please call and I will answer it for you.

1. How much are the fees?

The basic fee is \$ 46.75 per month.

If you are on the community well system there is an additional \$10.00 per month.  
So now the total would be \$56.75 if you are on the well system.

2. When are the fees due?

Fees are due the first of each month and late after the 7<sup>th</sup>.

3. Does the association charge interest on late fees?

The Bylaws of Pinewood Village allow the association to charge an interest rate of one and one-half percent per month (1-1/2%) again (at the discretion of the management company).

4. Does the association or management company send out invoices?

NO, the association/management company does not send out invoices. It is left up to the individual owner to track their maintenance fees.

When the yearly budget is passed and sent to the owners it indicates on there that the association/management does not send out invoices and the owner needs to track their own fees.

(OVER)

5. Where do I send the fees to:

All fees should be sent US Postal service to:  
PVHOA, 1713 Thrush Drive, Melbourne, Florida 32935

DO NOT PUT unstamped documents; letters or payments in this box. The postal service will remove and you will not receive credit for your payment (***DO NOT SEND CASH***) and do not send in any form that someone has to sign for it, there is no one at that address to do that.

6. I don't use the pool or clubhouse, why do I have to pay the maintenance fees?

Maintenance fees support the whole community. They include lawn service, sprinklers (common area) pool service etc. These items have to be paid for by everyone in the community. If you decide you don't want to use this facility that is up to you. When the property was purchased you agreed to maintain all common areas.

7. When and where are the board meeting held?

The board of directors meets the second Monday of each month at 7 PM. The meetings are held at the community center located at 1713 Thrush Drive (pool area). The meetings are open to all owners.

8. My sprinklers haven't worked for a month why do I still have to pay the fee?

Unfortunately there may be times when the irrigation system may be down for a period of time. We try to get it repaired as quickly and economically as possible, but in some cases it may take awhile. But, again the same rule applies, if everyone decided not to pay because there was a problem with the system the funds would not be there to repair the system when required.

9. What would happen if I don't pay my fees?

There are a number of options to assist the association in the collection of maintenance fees. I will mention just a few of the most common.

- a. By not paying your fees you can accumulate late fees as well as interest on a monthly basis.
- b. We can turn your account over to the associations' attorney for collection.  
(In which case you would be responsible for the attorneys' fees).
- c. The association can file a lien on your property and the association can foreclose on the lien and take possession of the property.
- d. The association can file a small claims court case against the owner and get a personal judgment against that owner.
- e. The association/management company can make arrangements for the owner to pay the delinquent fees (our preferred way).

In any of these processes mentioned above, if the association has to hire an attorney to proceed in the collections of fees, the owner will be responsible to pay all late fees, interest and attorney and court fees associated with the collection of delinquent maintenance fees.

I hope I have answered most of the questions associated with maintenance fees and the collection of them. If you would like to discuss any of the above questions or if you have questions about fees please call Bob Kramer at 321-213-2232.