

THE BROOKSIDE CONDOMINIUM ASSOCIATION, INC.
COLLECTION POLICY

Adopted January 26, 2006

The following procedures have been adopted by The Brookside Condominium Association, Inc. ("Association") pursuant to C.R.S. 38-33.3-209.5, at a regular meeting of the Board of Managers.

Purpose: To establish a uniform and systematic procedure for collecting assessments and other charges of the Association, thus ensuring the financial well being of the Association.

Collection Philosophy: All members are obligated by the Declaration and Bylaws for The Brookside Condominium Association, Inc. ("Declaration") to pay all dues and assessments in a timely manner. Failure to do so jeopardizes the Association's ability to pay its bills. Failure of members to pay assessments in a timely manner is also unfair to its other members who do. Accordingly, the Association, acting through the Board of Managers must take steps to ensure timely payment of assessments.

NOW, THEREFORE, IT IS RESOLVED that the Association does hereby adopt the follow procedures and policies for the collection of assessments and other charges of the Association:

1. Due Dates. The annual assessment ("dues") as determined by the Association shall be due and payable monthly in equal installments due on the first day of the month. Assessments or other charges not paid to the Association by the tenth (10th) day of the month in which they are due shall be considered past due and delinquent.
2. Late Charges and Interest Charges. The Association shall be entitled to impose a late charge of fifteen dollars (\$15.00) on each past due and delinquent installment. If any assessment is not paid within ten (10) days after its due date, the amount due shall bear interest at a rate of twenty percent (20%) per annum from the due date until paid. All late charges and interest charges shall be due and payable immediately, without notice, in the manner provided for payment of assessments.
3. Return Check Charges. A twenty-dollar (\$20.00) fee shall be assessed against an owner in the event any check or other instrument attributable to or payable for the benefit of such owner is not honored by the bank or is returned by the bank for any reason whatsoever, including but not limited to, insufficient funds. Notwithstanding this provision, the Association shall be entitled to all additional remedies as may be provided by applicable law. If an owner has two or more checks returned unpaid by the bank within any twelve (12) month period, the Association may require that all of the owner's future payments, for a period of one (1) year, be made by certified check or money order.

4. Attorney Fees on Delinquent Accounts. The Association shall be entitled to recover its reasonable attorney fees and collection costs incurred in the collection of assessments or other charges due the Association from a delinquent owner.
5. Application for Payments made to the Association. The Association reserves the right to apply all payments received on account of any owner, first to payment of any and all legal fees and costs (including attorney fees), then to costs and expenses of enforcement and collection, late charges, interest, returned check charges, lien fees, and other costs owing or incurred with respect to such owner, and any remaining amounts shall be applied to the assessments due with respect to such owner.
6. Collection Letters.
 - (a) After an installment of the common assessment or other charge owed to the Association becomes thirty (30) days past due, the Association shall cause a notice of delinquency to be sent to the unit owner who is delinquent in payment.
 - (b) If payment in full is not received within sixty (60) days after the notice of delinquency, the Association may, but shall not be required to send a notice of default to the owner.
7. Liens. Within ninety (90) days after an owner's failure to pay any assessment or other charge, the Association shall cause to be filed, a notice of lien against the property of the delinquent owner. The lien shall include fees, charges, late charges, attorney fees, fines and interest owed by the delinquent owner.
8. Referral of Delinquent Accounts to Attorneys. The Association may, but shall not be required to refer delinquent accounts to its attorneys for collection. Upon referral to the attorneys, the attorneys shall take all appropriate action to collect the accounts referred. After an account has been referred to an attorney, the account shall remain with the attorney until the account is settled, has a zero balance or is written off. All payment plans involving accounts referred to an attorney for collection shall be set up and monitored through the attorney. After consultation with the Board of Managers or the Association's managing agent, the attorneys shall be entitled to exercise all available remedies to collect the amounts due, including judicial foreclosure and appointment of a receiver of the delinquent owner's property.
9. Referral of Delinquent Accounts to Collection Agencies. The Association may, but shall not be required to assign delinquent accounts to one or more collection agencies for collection.
10. Waivers. Nothing in this Resolution shall require the Association to take specific actions other than to notify homeowners of the adoption of these policies and