



CAPE WINDS RESORT CONDOMINIUM TRUST ASSESSMENT BILLING AND COLLECTION POLICY ANNUAL BILLING PLAN

Following is the Assessment Billing and Collection Policy for Cape Winds Resort Condominium Trust as adopted by the Board of Trustees and reconfirmed on August 4, 2012.

On or before OCTOBER 1 – First Notice

You will be mailed the First Assessment Notice for the next year's assessments. Payment is due upon receipt. **NOTE: BEFORE ANY TYPE OF USE, INCLUDING SUBMITTING YOUR WEEK FOR EXCHANGE PURPOSES OR DEPOSITING YOUR WEEK IN THE RENTAL PROGRAM, THE ENTIRE YEAR'S ASSESSMENTS FOR THE YEAR YOU ARE RESERVING MUST BE PAID IN FULL.**

DECEMBER 1 – Reminder Notice

A Reminder Notice is sent to owners who have not paid to date.

JANUARY 1 – Delinquency Date – Third Notice

Delinquency Date. If you have not paid your assessments, your account is delinquent.

If you are delinquent, the following charges are added to your account:

- a. A Reinstatement Fee of \$75.00.
- b. Maximum interest allowed by law per month beginning January 1st.
- c. An exchange, deposit, or confirmation cancellation fee of \$25.00.

If you are delinquent, your reservations are canceled and you may not hold a reservation until your account is brought current. Exchange requests will not be confirmed. Existing confirmed exchanges will be blocked. There is no guarantee that you will receive a reservation or confirmed exchange after you have brought your account current.

You will be mailed a Third Assessment Notice, including all penalties, fees and interest. You must pay all charges in full to have your occupancy and voting rights reinstated. Use Weeks resulting from delinquencies are available for Bonus Time, Vacation Tyme®, and the Administrative Hold Program. Net proceeds are used to offset collection costs, assessment liens, foreclosures, and shortfalls in the CWRCT operating account.

FEBRUARY 1 – Final Notice

Management will send a Final Demand Notice detailing all charges and fees that will be added in 15 days if the delinquent account is not paid in full and is submitted for legal and/or collection action.

The Board of Trustees may, at its discretion, submit delinquent accounts to an attorney for formal notification of default and demand for payment (Legal Notice). The cost of Legal Notice will be added to the delinquent owner's account.

MARCH 1 – Collection Action

The Board of Trustees may, at its discretion, implement any of the following actions. Any related costs for these actions will be added to the delinquent owner's account.

- a. Engage professional collection agencies to collect payment.
- b. File and Record a Claim of Assessment Lien at the Registry of Deeds.
- c. Institute a Small Claims suit or legal action.
- d. Foreclose on the Claim of Assessment Lien.

NOTE: a \$25.00 charge will be added to your account for any payment that is not honored for any reason; subsequent payment must be made by secured funds (cash, money order, or cashier's check).

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