

Collection of Delinquent Accounts

WHEREAS, Pinebrook may experience delinquencies of the regular homeowner Assessments, the Board is charged with the responsibility to establish, assess, and collect these fees and,

WHEREAS, Owners are obligated to pay all assessments levied by the Association in accordance with Article VII of the CC&Rs and RCW 64.38.020 and,

WHEREAS, it is vital to the economic stability of the Association that every Owner pay their share of the Association's expenses, therefore

BE IT RESOLVED that the Board is now adopting this Resolution governing the collection of unpaid assessments. In addition, Pinebrook has entered into a contract with Harker Lepore, LLC ("Harker Lepore"), who will undertake collection and lien enforcement activities on behalf of the Association in accordance with the following fees and procedure.

FEES

- A. Assessments (dues) are billed monthly. If dues are not paid within 30 days of the billing date, automatically becomes a lien against the Lot and accrues interest per annum at 6% in accordance with Article VII, Section 9 of the CC&R's until paid.
- B. A late fee of \$35.00 will be added to any delinquent assessment.
- C. Assessments must be fixed at a uniform rate for all Lots, but they may be collected annually or monthly as determined on a case-by-case basis by the Board of Directors.
- D. If a payment check is dishonored or not accepted by the bank due to insufficient funds (NSF) or any other reason, the sum of \$35.00 will be added to the Owner's assessment, and a Notice of Dishonor may be sent to the Owner. Any returned check constitutes a late payment and a late fee will be assessed.
- E. All costs of collection including, but not limited to, attorney fees, recording fees, court costs, and filing fees, shall be assessed against the delinquent Owner.
- F. Whenever a collection matter has been referred to a third party collection agency or to an attorney, neither the Board nor any of its agents shall discuss the collection of the account directly with the Owner. All communication shall be between the collector and the Owner.

PROCEDURE

- A. When an assessment is 30 days delinquent, the Association will send the delinquent Owner a statement with a "past due" stamp. When an assessment is 60 days delinquent, the delinquent Owner will receive a letter offering a meeting with the Board to discuss the overdue assessments. Once an assessment is more than 90 days delinquent, the Association will send a final notice to the Owner with the amount due and demand immediate payment.
- B. Once the assessment is 100 days delinquent, and after sufficient notice has been given, the Association shall turn the file over to Harker Lepore.
Harker Lepore will then:
 - 1. send a demand for payment; and
 - 2. record a lien against the lot.
- C. After the file has been turned over to Harker Lepore, all contacts with the delinquent Owner must be through Harker Lepore, unless Harker Lepore gives consent.

D. If the Assessment is still not paid after 30 days from Harker Lepore's notice, Harker Lepore will send a final letter demanding payment within 10 days. The letter will state that Harker Lepore may sue the Owner or foreclose on its lien.

E. If the assessment is not paid after Harker Lepore's 10-day letter, Harker Lepore will file suit against the Owner, file a suit to foreclose on its lien, or both.

F. After Harker Lepore obtains a judgment, it will begin collection of the judgment by:

1. garnishing the Owner's bank account; or
2. garnishing the Owner's wages; or
3. executing a writ against the Owner's real or personal property; or
4. any additional methods authorized by law.

G. At any time after the file has been turned over to Harker Lepore, and at the discretion of Harker Lepore, the Owner may enter into a payment plan that is secured by a Stipulated Judgment.

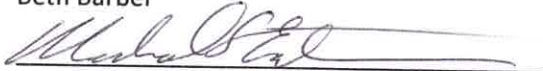
H. Payments from the Owner or through a judgment shall be made to Harker Lepore. The Association grants Harker Lepore a limited power of attorney to endorse and deposit checks made payable to the Association or its manager. Funds will be disbursed to the Association as outlined in the Association's representation agreement with Harker Lepore.

I. Nothing in this resolution prevents the Association from taking any other actions against an Owner.

J. A copy of this Resolution will be sent to all Owners.

Adopted this 26th day of May 2020 with the following Directors being present and voting:

Beth Barber



Scott Eastman




Wayne Hockett



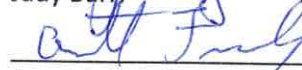
Larry Kennedy



Joanna Sickels



Judy Burri



Annette Frawley



Constance Homoly



Tim Olsen