

**COSTA BRAVA AT RANCHO NIGUEL ASSOCIATION  
DELINQUENT ASSESSMENT COLLECTION POLICY**

Assessments are due and payable on the 1st of each month (or billing period if other than monthly). Bills are prepared and mailed on or about the 25th of the preceding month that the assessment is due.

30 days  
Delinquent                      A late charge will be assessed to the account in an amount not exceeding ten percent (10%) of the delinquent assessment or ten dollars (\$10.00), whichever is greater. A first notice of past due assessment including late charge will be prepared and mailed on assessments not received within thirty (30) days of the stated due date.

Per section 8 of the CC&Rs, assessments not paid within thirty (30) days of the due date shall bear interest from the due date at a rate of 12% per annum.

45 days  
Delinquent                      A "Notice of Intent to Lien" letter will be sent on behalf of the Association as required by Civil Code Section 5660 by certified and first class mail, explaining that if full payment is not received in the Association's business office within 30 days of receipt, a "Notice of Delinquent Assessment" will be recorded against the property. The owner will be charged a fee for the pre-lien letter.

75 days  
Delinquent                      A "Notice of Delinquent Assessment" will be recorded at the County Recorder's Office against the property on behalf of the Association. A letter will be sent, along with a copy of the "Notice of Delinquent Assessment", certified mail to the delinquent homeowner within 10 days of the recording date. The Association authorizes Total Property Management, Inc. to sign the Notice of Delinquent Assessment on behalf of the Association. The owner will be charged a fee for the cost of preparation and recording.

90 days  
Delinquent                      An "Intent to Foreclose and/or File Legal Action Letter" will be sent to the homeowner notifying them that their account(s) may be referred to an attorney to begin foreclosure proceedings. The owner will be charged a fee

105 days  
Delinquent                      Subject to the provisions of Civil Code Section 5705 or any similar superseding statute, foreclosure and/or Legal Action proceedings will start against the delinquent homeowner's property. The legal costs will be assessed to the delinquent owner's account(s).

Your Board of Directors will review requests for adjustments to collection fees for just cause. The Association may pursue collection of delinquent sums owed to the association in any lawful manner, including but not limited to, Small Claims Action, Non-Judicial Foreclosure and or Judicial Foreclosure/Personal Money Judgment.

Date of receipt of payment will be determined by the date received by our statement processing center or by the Association's business office. In order to avoid late charges and other penalties, be sure to allow enough time for your payments to be delivered and received. Please, always make your checks payable to **COSTA BRAVA AT RANCHO NIGUEL ASSOCIATION** and mail c/o Total Property Management, Inc. 23792 Rockfield Blvd, Suite 100, Lake Forest, CA 92630.

Please remember that assessments are due **WHETHER OR NOT YOU RECEIVE AN INVOICE**. The invoices will be mailed to owners on or about the 25th of each month prior to the due date, but we cannot be responsible for the actions of the postal service. If you do not receive an invoice, be sure to mail your check with your account number(s) on it to the Association's business office to avoid penalties. It is each homeowner's responsibility to provide a correct mailing address and insure prompt payment of maintenance assessments. Fees are subject to change without notice.

THE COLLECTION POLICY IS APPROVED.

\_\_\_\_\_  
BOARD SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TITLE