

The Hamptons Homeowners Association, Inc.

PROCEDURE FOR COLLECTION OF ASSESSMENTS

Adopted 07/23/09

1. Billing goes out quarterly; approximately 15 days before the first day of each quarter (i.e. December 15, March 15, June 15 and September 15).
2. Assessments are due on the 1st day of the first month of the quarter (i.e. January 1, April 1, July 1 and October 1).

3. If payment is not received within 15 days after due date (i.e. January 30, April 30, July 31 and October 31), the Association will send a letter to the delinquent owner informing them that the assessment is delinquent, and has now a late fee of \$ 25.00 letter will be sent regular mail and certified mail. The Homeowner will also be responsible for administrative fees for processing this procedure. The letter will indicate that the full amount is due within 15 days.

This letter will indicate that if the full amount due is not received within 15 days of the date of the Association's notice, the account will be turned over to the attorney for collection action. All attorney fees and costs incurred will be the responsibility of the unit owner.

4. Upon expiration of the above, the delinquent account will then be turned over to the Association's attorney for them to send a 45 day demand letter. The Association's attorney must receive an up-to-date account statement (inclusive of all applicable interest calculations projected through the 45 day demand letter time frame), the property address in addition to a mailing address should it be different than that of the property. Upon expiration of the Association's attorney 45 day demand letter, the Association's attorney will then institute automatic lien proceedings against the property.
5. Upon recordation of the claim of lien, the Association's attorney will then send a 45 day intent to foreclose letter. Upon expiration of the intent to foreclose letter, the Association's attorney will inform the Association of same and at that time the Association will instruct the Association's attorney as to further action required (i.e. no action, small claims or foreclosure). Only upon receipt of written authorization to proceed will further legal action be taken on the account. In addition to the written authorization, up-to-date numbers associated with the account will be provided to the Association's attorney at that time.