

**CENTER POINTE VISTOSO ASSOCIATION  
COLLECTION POLICY**

1. **Due Dates.** Annual assessments are due in four quarterly installments ("Installments") due as follows: January 1<sup>st</sup>, April 1<sup>st</sup>, July 1<sup>st</sup> and October 1<sup>st</sup>. Owners shall receive a statement of account by January 1st of each year which includes the current balance and the immediately preceding ledger history.
2. **Late Fee.** If an owner fails to pay an Installment within thirty (30) days after its due date, the Association shall mail written notice to the owner that the Installment is overdue. After such notice, the Association shall impose a late fee of fifteen dollars (\$15.00).
3. **Collection Action Notification.** If an owner remains delinquent in the payment of an Installment for more than sixty (60) days, the Association shall send a notice to the owner, by certified mail, return receipt requested, that the account will be turned over to an attorney for collection action pursuant to the requirements contained in A.R.S. §33-1807. A twenty-five dollar (\$25.00) administrative fee and the postage will be applied to the owner's account ledger.
4. **Referral to Attorney.** If the account is not brought current within thirty (30) days of the notice provided in paragraph 3 above, the Association may refer the account to an attorney for legal action, including, but not limited to, recording a lien against the owner's lot and obtaining a personal judgment against the owner. A fifty (\$50) collection referral fee, in addition to attorney's fees and costs incurred by the Association in collecting unpaid assessments, late fees, and interest are the responsibility of the delinquent owner and shall be applied to the delinquent owner's account ledger pursuant to Article 4, Section 4.2 of the CC&R's.
5. **Returned Checks.** If an owner's check is returned unpaid by the bank, a thirty-five (\$35) fee will be added to the account and the Association may require that all of the owner's payments for the following two (2) Installments be made by certified check or money order.

This Collection Policy, which supersedes and replaces all previous policies regarding the collection of annual assessments, was adopted at an open meeting of the Board of Directors of Center Pointe Vistoso Community Association on the 19 day of April, 2021.

  
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President