

**DERWOOD STATION SOUTH
HOMEOWNERS ASSOCIATION, INC.**

DELINQUENCY PROCEDURE

DERWOOD STATION SOUTH HOMEOWNERS ASSOCIATION, INC.
ADMINISTRATIVE RESOLUTION NO. 1

The Board of Directors at the regular meeting on September 3, 1991 adopted the proposed resolution regarding home/townhouse owner delinquency in paying dues. The resolution procedures are to become effective January 1, 1992 and are as follows:

1. All association fees are due and payable on the first of January and the first of July.
2. The association fee billing will be mailed to the owner fifteen (15) days prior to the due date. A late fee of fifteen (\$15.00) is to be imposed thirty (30) days after the due date with notification to the owner. An additional thirty (\$30.00) dollar late fee is to be imposed sixty (60) days after the due date with notification to the owner. A thirty (30) day Notice of Intent to Create a Lien with the county will be sent to the owner seventy five (75) days after the due date. The President of the Board of Directors is to be notified of the lien action by MTM Management Associates.
3. Late notices will be mailed each month to delinquent unit owners.
4. In the event a lien is filed (in accordance with current State Laws) an additional charge of \$40.00 will be assessed to the delinquent account by MTM Management Associates. (This charge is in addition to lien filing and release charges imposed by Montgomery County Land Records).
5. Upon filing of any lien, delinquent accounts will be immediately turned over to the association's attorney for collection. The initial charge for attorney involvement is \$125.00 and said costs will become part of the delinquency. (The attorney charges are subject to change without further notice.)
6. A home/townhouse owner may appeal at any time to the Board of Directors concerning the accuracy of any assessment, the determination of delinquency, or to explain any extenuating circumstances which led to non-payment. All questions relative to the account balances must be in writing to MTM Management Associates.

Notification of the above proposed resolution is to be made to all home/townhouse owner with the mailing of the proposed 1992 Budget. The Board of Directors will vote on the adoption of this resolution at the annual budget meeting on October 7, 1991. Should you have any questions concerning this new procedure please give me a call.

Sincerely,

Ray Klarr
President, DSSHOA

Approved October 7, 1991