

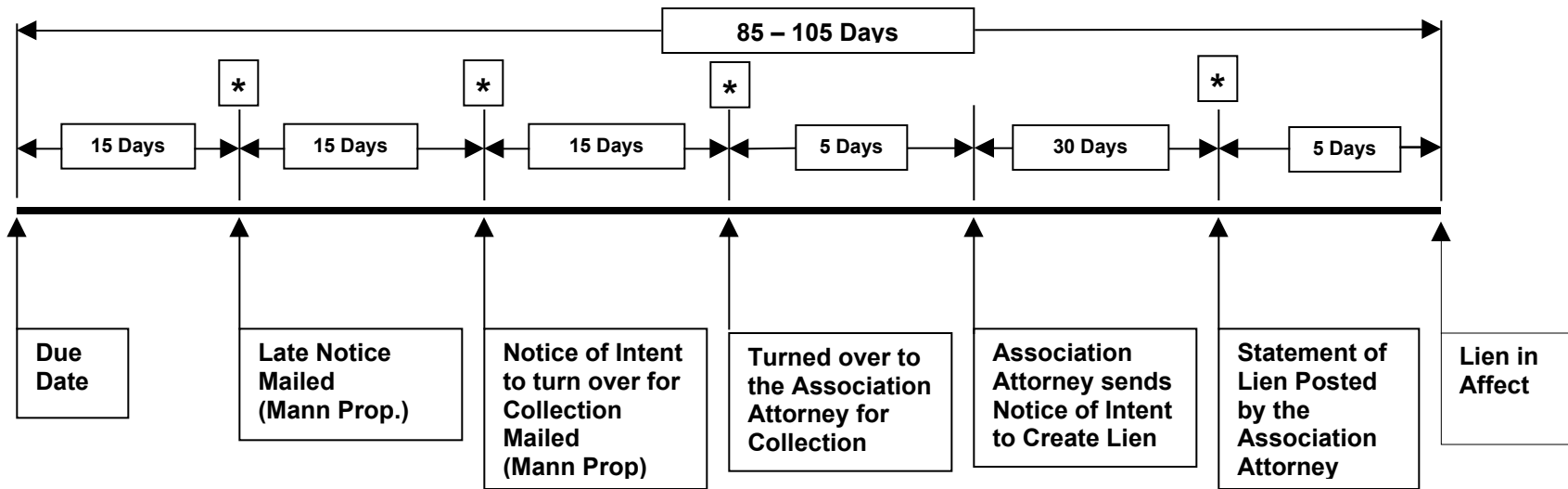
Casa Del Sol Assessment Arrears Processing Procedure

The Casa Del Sol Condominium Association fees are due four times yearly and are paid to the Casa Del Sol Owner's Association, c/o: Mann Properties, the property management company for Casa Del Sol. Assessments are due and payable the 1st day of each calendar quarter (January 1st, April 1st, July 1st & October 1st). Payments not received by that date are subject to the following Arrears processing procedure: **Note: The bank forwards all receipt data daily to Mann Properties for posting to the Association accounts.**

1. Assessments are considered overdue 15 days after the due date.
2. An "Overdue" notice ([see Sample 1](#)) is mailed immediately and the account is considered in Arrears.
3. On the 30th day after the assessment was due, and payment notification has not been received by Mann Properties, a ten-day notice of "Intent to turn over for collection" ([see Sample 2](#)) is sent to the owner(s).
4. If payment has not been received by the 45th day following the due date the account is turned over to the Association Attorney for collection. The owner(s) are immediately liable for:
 - a. 18% APR interest on the unpaid amount
 - b. 10% late charge on each delinquency.
 - c. All costs of collection including Attorney fees, Lien posting fees, and Administrative costs.
5. Within 5 working days the Association Attorney sends a notice of "Intent to Create Lien" (see Sample – [3](#) & [4](#)) via certified mail.
6. If payment of the amount due including any attorney, late charges, lien posting fees, interest and administration costs is not received within 30 days the Association Attorney files a Statement of Lien among the Land Records of Worcester County Maryland. .
7. Lien actually in effect.

Once the Lien is placed on a property the Casa Del Sol Board of Directors, at their discretion, can proceed with foreclosure.

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* Other places where up to 5 days can easily be lost through internal handling.