



Sunlight Waters Country Club

COLLECTION PROCEDURES FOR PAST DUE ACCOUNTS

Reason for Board of Trustees Resolution

Article V of the Bylaws grants to the Board of Trustees the general power to conduct the business and affairs of the Corporation. The Board of Trustees deems it to be in the best interests of the Corporation to adopt a uniform procedure for dealing with delinquent accounts in a timely manner, and to promptly collect on past due accounts to minimize the loss of assessment revenue.

Therefore, the Board of Trustees has adopted the following policy with regard to past due accounts within the Corporation.

Due Dates

Annual assessments for each lot shall be due and payable on or before March 31st of each year. Special assessments for each lot shall be due and payable on a date set by the Board of Trustees. Any accounts not paid in full by the due date will be considered delinquent.

Payment Plans

For situations of undue hardship, and at the Board's discretion, a payment plan may be preapproved for certain accounts. Payment plan terms are negotiable, but shall as a rule be scheduled so as to satisfy unpaid amounts by the due date.

The basis for the payment plan is the amount of dues plus any special assessments owed per lot per year. The monthly payments for an individual payment plan shall be recalculated each year using this basis.

Member Standing

Members are considered in good standing if all of the following conditions are met: (1) All balances from the previous year, including dues and assessments and fines, have been paid in full; (2) The member has met the requirements for paying any special assessments due in the current year; (3) The member has continued to make payments on the schedule determined by the payment plan.

By the time of the Annual Meeting, if all of the above conditions are met, the member should be fully paid and in good standing. Members who have not met these conditions are not in good standing and are unable to vote.

Interest

Past due balances shall be charged interest at the rate of 12% per annum from the date of delinquency.



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Account Statement Fees

Accounts with unpaid balances will be sent a monthly account statement. For account statements sent by electronic communication, no account statement fee shall be charged. For account statements sent by postal mail, an account statement fee of \$3.00 for each statement shall be charged.

Collections

The Corporation may submit to collections any accounts that remain delinquent after ninety (90) days from the due date. A \$25.00 charge shall be levied against the account for processing costs.

Claim of Lien

After one hundred and twenty (120) days, the Corporation may record a Notice of Claim of Lien against the lot having the delinquent account. Said lien will be recorded in the real property records of Kittitas County and a copy thereof will be forwarded to any holder of the first mortgage against the lot. The lien shall include all past due assessments, fees, interest, and charges related to all previous collection attempts. A charge of \$50.00 plus the expense of filing the notice of claim of lien shall be levied against the account for processing costs to cover the costs of a visit to the County office by the Facilities Manager.

Lien Satisfaction

Full payment for all past due assessments, fees, interest, and other lien charges shall be required to release a lien. Once an account is cleared, the Corporation will file a notice of satisfaction of lien with Kittitas County.

Foreclosure

In the instance of foreclosure proceedings, the Board of Trustees must review and approve any submittal of liens for foreclosure.



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Revision History

Date	Revision
March 6, 2023	Source document created from existing print document
March 19, 2023	First round of edits by President Dave Korpi
March 20, 2023	Approval by governance committee
April 1, 2023	Approved at special Board meeting
April 15, 2023	Merged into new document template; added revision table. Posted to Zoho and sent to Webmaster.

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07/17/23

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07/16/23