THE COUNCIL OF UNIT OWNERS OF PARTRIDGE COURTS CONDOMINIUM, INC.

RESOLUTION
POLICY FOR COLLECTION OF ASSESSMENTS

WHEREAS, The Council of Unit Owners of Partridge Courts Condominium, Inc. (PCC) is comprised of two hundred and sixteen (216) condominiums; and

WHEREAS, the Owners of the PCC units are responsible for remitting the Condominium Assessment; and

WHEREAS, Article V, Section 3 of the PCC Bylaws states that the Board of Directors shall have all the powers and duties necessary for the administration of the affairs of PCC and (b) to provide for the establishment, collection, use and expenditure of assessments from the unit owners and for the assessment, filing and enforcement of Statements of Condominium Liens in a manner consistent law; and

WHEREAS, Article VIII, Section 1 of the PCC Bylaws governs the collection of the annual assessment from each unit owner; and

WHEREAS, Article VIII, Section 5 of the PCC Bylaws provides for the collection of non-payment of assessments; and

WHEREAS, there is a need to establish orderly procedures for the billing and collection of the PCC assessment.

NOW THEREFORE, the Board of Directors of the Condominium hereby resolve that the following collection procedures shall be adopted:

ROUTINE COLLECTIONS

1. Each Unit Owner's Assessment is due on the first day of January; however, for the convenience of owners, the Assessment may be paid in equal monthly installments on the first day of each month, unless otherwise notified by the Board of Directors PCC. There may also be additional fees due, including but not limited to, attorney's fees, special assessments, charges, interest or fines, which are subject to this collection policy.

2. Notices, documents and all correspondence relating to Assessments shall be mailed to the address which appears on the books of PCC. It is each Owner's responsibility to inform PCC's managing agent, in writing, of any address change. Payment coupons are provided to all Owners once a year unless the Owner is on direct debit.

MANAGING AGENT COLLECTION ACTIVITY

1. A reminder notice is mailed on or about the 9th of each month to all accounts with a balance for that month. This notice includes notice of acceleration -- that the Assessments will be accelerated fifteen (15) days after this notice and the remainder of the Assessments for the balance of the fiscal year will be due.

2. If, at the close of business on the fifteenth (15th) of the month, there is an Assessment balance due, a late fee of $15.00 will be added.

3. On or about the twenty-fifth (25th) day of delinquency, a warning notice will be mailed to each Owner advising the Owner that the fee has still not been received and that in ten (10) days their account will be turned over to the attorney for lien filing, lawsuit and/or foreclosure.

ATTORNEY COLLECTION ACTIVITY

1. Upon receiving the account for collection, the attorney should obtain and review the current title information for the property to verify ownership and mailing addresses. The attorney should also examine the civil docket for the county in which the property is located to determine if there is a pending foreclosure scheduled against the property. The attorney should verify that the unit owner is not currently in bankruptcy to avoid violating any automatic stay or discharge injunction.

2. Once the attorney has verified all of the information above, the unit owner should be served with a Notice of Intent to Create a Lien in accordance with the Condominium's governing documents and the Maryland Contract Lien Act. If the unit owner should fail to pay or propose an acceptable repayment plan, the lien should be recorded to secure the delinquent assessments. If the governing documents allow, the lien should also include an acceleration of the remaining annual assessment.

3. After recording the lien, the attorney should take into consideration all information obtained as a result of the previous collection action and prepare an evaluation of the available collection alternatives. The attorney should send a final warning to the debtor explaining that the lien has been recorded and that the Condominium may proceed with a foreclosure action or a civil lawsuit to collect the debt, if the debt is not paid (or if a reasonable payment plan is not reached) within ten (10) days. The attorney should forward his or her recommendation based upon the previous evaluation and request that the Board of Directors respond with its decision as soon as possible.

4. The attorney should then proceed with additional collection as instructed by the Board of Directors.

5. It is the goal of this policy to collect the delinquent assessments as efficiently as possible. Therefore, the Board of Directors and the Condominium's attorneys shall be permitted to deviate from the above regimen. Failure to follow the exact procedures outlined above shall in no way prejudice the rights of the Condominium or impair its right to collect delinquent accounts. The Condominium may elect to delay referral of accounts to collection until such time as the accounts have more than one assessment due, however it is not required to do so.

OTHER ADMINISTRATIVE POLICIES

1. The managing agent may waive up to one late fee per year based on an Owner(s) request and verification by the managing agent of owner(s) past good payment history.

2. Owners voting right will be suspended during any period in which such Owner has a lien against their home.

3. All charges for collection action will be charged to the Owner, including but not limited to, attorney's fees, postage, private process server fees, interest, and lien recording and releasing fees.

4. All checks returned unpaid must be replaced with a cashier's check or money order and will incur a service charge.

5. Payments received from an Owner will be credited to the outstanding balance in the following order:

   A. Court costs, attorney's fees and other costs of collection.
   B. Late fees, accrued interest, fines as applicable.
   C. Special assessments.
   D. Condominium Assessments

THIS RESOLUTION IS EFFECTIVE January 1 2018 AND ADOPTED BY THE BOARDS OF DIRECTORS ON the 18th day of September, 2017.

ATTEST:

By: _____
Secretary

THE COUNCIL OF UNIT OWNERS OF PARTRIDGE COURTS CONDOMINUM, INC.

By: _____
President

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