

Standard Collection Procedures

(Approved by the Board April 11, 2007)

The following procedures shall apply to collection of past due assessments concerning members of the Three Canyons Ranch Homeowners Association:

1. The Board of Directors will receive a report of past due assessments from the Association's bookkeeper, 30 days after the initial due date for payment.
2. The Board of Directors will confirm the address of member(s) as recorded in records of Cochise County Assessor.
3. A "30 Days Past Due Notice" will be sent to the member via certified mail by the Treasurer.
4. If no payment is received (within 30 days of the past due notice being sent in step 3 above), the Board will make and pass a motion to turn over delinquent assessments to the Board's Attorney for collection.
5. The Board's Attorney will send "a demand for payment within 10 days notice" to the member.
6. If no payment is received (within 10 days of the past due notice being sent in step 5 above), the Board's attorney will initiate appropriate legal action.