

## WILLOW CREEK PASS VILLAGE ASSOCIATION

### Policies and Procedures

#### Collection of Unpaid Dues and Assessments:

Willow Creek Pass Village Association establishes a periodic assessment (a.k.a. annual dues) for each lot in the subdivision. The procedure for establishment of the periodic assessments is defined in Article IX of the Bylaws. These assessments are based on proposed budgets presented at the annual meeting.

|                       |         |       |                                |
|-----------------------|---------|-------|--------------------------------|
| Annual Dues for 2006: | Class A | \$500 | (\$400 if paid before 3/31/06) |
|                       | Class B | \$250 | (\$200 if paid before 3/31/06) |
|                       | Class C | \$ 50 | (\$40 if paid before 3/31/06)  |
|                       | Class D | \$250 | (\$200 if paid before 3/31/06) |

Additionally, the Board of Directors, from time to time, may establish a special assessment for a particular purpose. Special assessments in the past have been for road construction (placement of pit run), and for snow removal.

|                                      |  |
|--------------------------------------|--|
| Snow Removal Assessment for 2005/06: | \$205 for all Class A lots less than 5 acres |
|                                      | \$410 for all Class A lots 5 acres and over  |

#### UNPAID DUES AND ASSESSMENTS:

Annual Dues Assessments are assessed in January of the applicable year. A discount is allowed for payment before April 1 of the same year. Annual Dues are due by December 31 of the same year. Any unpaid annual dues after December 31 are charged interest at 1.5% per month (18% per year). Additionally, past due annual assessments create a statutory lien on the property.

Snow Removal Assessments are assessed to any improved lot in the community, and are typically made by November 1 and due by December 31 of the same year. An improved lot includes any home under construction. A home is considered under construction when ECC approval is granted, and once ECC approval is obtained, the lot is considered Class A. Snow removal is necessary for emergency vehicle access as well as for homeowner access. Those accounts unpaid as of December 31 are charged an additional 50% more than those paying by December 31. Unpaid assessments create a statutory lien on the property.

Special Assessments are made periodically to address one-time Association needs. Typically this is for road improvement. Each assessment is due within 30 days of invoice, unless otherwise stipulated at time of the assessment. Interest may be charged for unpaid assessments. Unpaid assessments create a statutory lien on the property.

## **WILLOW CREEK PASS VILLAGE ASSOCIATION**

Fines are assessed by the Board of Directors for violation of established rules and regulations. These rules and regulations are available on the association website ([www.wcpva.org](http://www.wcpva.org)) or by contacting double H Management.

The Association will pursue all available legal recourse in collection of unpaid accounts. As per the Bylaws, the property owner is responsible for all legal fees associated with collection of the account. The Association will file for foreclosure on the statutory liens in order to collect on unpaid accounts.