



## **Harbor at Whitten and Dustin Condominium Association Condominium Fee Collection Policy**

### *Article V: Operation of the Property*

**3. Collection of Assessments.** *The Board of Directors shall take prompt action to collect any assessments for Common Expenses due from any Owner which remain unpaid for more than sixty (60) days from the due date for the payment thereof.*

Monthly condominium fees are due on the 1<sup>st</sup> day of every month. Payments not made on or before the 15<sup>th</sup> day of the month are considered late. In order to encourage prompt payment, effective September 1, 2008 the following procedures will be consistently followed for all unit owners in the event that monthly condominium fees are late.

- If a unit owner is past due on condominium fees more than 15 days from the due date, a \$25.00 fee will be assessed to the unit owner. (example: September payment not received on or before September 15<sup>th</sup>)
- If a unit owner is past due on condominium fees more than two (2) months plus the 15 day grace period from the due date, an additional \$50.00 fee will be assessed. (example: September & October payment not received on or before October 15<sup>th</sup>)
- If a unit owner is past due on condominium fees more than three (3) months plus 15 day grace period from the due date, an additional \$100.00 fee will be assessed. (example: September, October & November payment not received on or before November 15<sup>th</sup>)
- When payments are three months overdue, a Memorandum of Lien will be recorded against the unit owner and property at the Rockingham County Register of Deeds and a \$112.43 processing fee will be assessed the unit owner. Once a lien is placed on the property, the Association will take any and all necessary and appropriate steps within the guidelines of our condominium documents and the NH Condominium Act to collect delinquent assessments. When the obligation is fulfilled, an additional \$100.00 processing fee will be assessed to remove the lien.

This policy will be consistently followed for all delinquencies. The Board of Directors are in unanimous agreement that these procedures are fair, reasonable and necessary to satisfy our fiduciary responsibility to the Association.

Owners may communicate in writing with the Board by addressing letters to:

HWD CONDOMINIUM  
ASSOCIATION PO Box 1155  
Burlington, MA 01803  
[www.hwd48.com](http://www.hwd48.com)

**Adopted by the Harbor @ Whitten & Dustin (aka Hampton Harbor) Condominium  
Association Board of Directors on July 19, 2008**