



Hiddenbrooke Property Owners Association, Inc. (HPOA) Billing, Assessment and Collection Policy Updated April' 23

1. Regular assessments are due, in advance, on July 1st of each year and delinquent if not received, in full, by the Association within thirty (30) days after the due date thereof. Special Individual Assessments are due on the date specified upon imposition and each installment thereof shall be delinquent if not received by the Association within fifteen (15) days after it is due. A late charge of fifteen dollars (\$15.00) will be due on any such delinquent assessment.
2. At the option of the Association, interest shall be due on all such amounts, once due and unpaid for thirty (30) days, at the rate of twelve percent (12%) per annum.
3. If all such amounts have not been received, in full, within ninety (90) days after the original due date thereof, a Lien will be prepared and recorded as to the delinquent property and the owner(s) thereof, and all resulting collection fees and costs will be added to the total delinquent amount.
4. If all such amounts have not been received, in full, within thirty (30) days after the recordation of such Lien, the Association may without further advance notice, proceed to take any and all additional enforcement remedies as the Association, in its sole discretion, deems appropriate, including, without limitation, suit for money damages, all at the expense of the property owner(s).

5. All payments received by the Association, regardless of the amount paid, will be directed to the oldest assessment balance first, until which time all assessment balances are paid, and then to late charges, interest and costs of collection unless otherwise specified by written agreement.
6. The Association shall charge a "returned check charge" of twenty-five (\$25.00) dollars for all checks returned as "non-negotiable", "insufficient funds", or any other reason.
7. All above referenced notices will be mailed to the record owner(s) at the last mailing address provided in writing to the Association by such owner(s).
8. The mailing address for overnight payment of assessments is

Hiddenbrooke Property Owners Association, Inc.
c/o RealManage

PO Box 45467
San Francisco, CA 94145-0467

9. The Board of Directors of the Association may revise this policy, either generally, or on a case-by-case basis, if it finds good cause to do so.
10. Decision to Record a Lien (Notice of Delinquent Assessment) or File in Small Claims Court shall be made by the Board of Directors, approved by a majority vote in an open meeting. The Board shall record the vote in the minutes of that meeting referring to the property by parcel number, and not the name of the owner.
11. After the 60th day after the Pre-Lien Notice is sent, the Association may record a lien on the property to secure the debt. "No procedures shall be initiated to foreclose the lien securing any Assessment levied".

12. Upon payment in full of a delinquent Assessment, including any Additional Charges, the Board shall cause to be recorded a certificate stating the satisfaction thereof and the release of the lien.
13. An owner may request to meet with the Board at any Board meeting either in the regular board meeting or Executive Session limited to Board Members, Management Company, and invited guests to discuss any request for a payment plan, delinquent account, violation notice or board procedure. The request should be made to RealManage Community Management at least 10 days prior to the next scheduled Board Meeting.
14. The Board of Directors shall have the power to impose monetary sanctions against the Owner due to an infraction by the owner, owner's family, or tenants according to the adopted and published schedule of monetary fines. Each owner shall be provided written notice of the proposed fine and the opportunity to appear at an HPOA Board Meeting to protest this proposed monetary sanction. If the protest is denied or no protest is made, the sanction will be recorded on the day after the appeal date. Any fine not paid within fifteen (15) days of being levied is subject to collection through Small Claims Court. Owner is further liable for all costs of collection of the fine including court-costs and attorneys' fees.
15. Except where prohibited by law, the Board of Directors may revise this policy, either generally or on a case-by-case basis. Any general changes other than case-by-case and those changes required by law shall be published to the owners at least 28 days before the Board meeting at which the revisions will be considered.