

DAMONTE RANCH TRADE CENTER MAINTENANCE ASSOCIATION
ASSESSMENT COLLECTION POLICY
(revised April 16, 2008)

1. Regular assessments are due on the first day of each month of the quarter. Pursuant to Section 6.6 of the Master Declaration, any installment of a TCMA Regular Assessment, DRDD Assessment and Special Assessment shall be deemed delinquent if not paid in full within fifteen (15) days of the due date. Any delinquent installment shall bear interest at the rate of prime plus five percent per annum from the due date until paid and accrue a late fee of five percent (5%) of the delinquent amount.
2. If any portion of any assessment or late charge remains unpaid thirty (30) days after the original due date, a "Letter Requesting Payment" will be prepared and mailed to the Owner(s) of record.
3. If any portion of any assessment or late charge remains unpaid sixty (60) days after the original due date, a "Second Letter Requesting Payment" will be prepared and mailed to the Owner(s) of record.
4. If any portion of any assessment or late charge remains unpaid ninety (90) days after the original due date, the account shall be referred to collections and a payment demand will be prepared and mailed to the Owner(s) of record advising of the delinquency and demanding payment within thirty (30) days or appropriate legal action, including foreclosure, may be taken. Once an account is turned over to collections, the owner must deal directly with the collection company to remedy the delinquency; provided, however, any offers for payment plans shall be referred to the Board for approval.
5. If any portion of any assessment or late charge remains unpaid one hundred twenty (120) days after the original due date, a Notice of Lien shall be recorded on the property and mailed to the Owner of record and the TCMA may proceed to take any and all enforcement remedies as the Association, in its sole discretion, deems appropriate, including without limitation, non-judicial foreclosure, judicial foreclosure, or suit for money damages or specific performance, all at the expense of the property Owner(s) in accordance with Nevada law and the Master Declaration.
6. Notwithstanding the provisions of paragraph 5, if any portion of any assessment or late charge remains unpaid one hundred twenty (120) days after the original due date AND no Mortgage was recorded before the delinquency of the TCMA sought to be enforced, the TCMA shall foreclose on its lien in accordance with the Master Declaration and applicable Nevada law.
7. All payments received by the Association, regardless of the amount paid, will be directed to the oldest assessment balances first, until such time all assessment balances are paid and then to late charges, interest, attorneys fees, and costs of collection unless otherwise specified by written agreement.
8. The association shall charge a "returned check fee" of thirty-five dollars (\$35.00) for all checks and electronic payments returned as non-negotiable, insufficient funds or any other reason.
9. 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) or shown in the records of the Washoe County Assessor.
10. The Board of Directors of the Association may amend, revise or waive any provision in this policy, either generally or on a case-by-case basis, if it finds good cause to do so.
11. All filing fees, attorneys fees, costs, and other expenses incurred or arising from the collection of assessments will be added to and included in the total amount due the Association from the Owner(s).

Adopted by the Board of Directors on this 16th day of April, 2008.
President, Damonte Ranch Trade Center Maintenance Association