



Policy on Maintenance Assessment

The following policy has been adopted by the Board of Directors of Heritage Hills Home Owners Association, d/b/a Camelback Canyon Estates (the "Association") as a part of the rules of the Association pursuant to the provisions of A.R.S. Section 33-1803 of the Arizona Revised Statutes and the Articles of Incorporation, Bylaws, CC&Rs, Rules and Policies of the Association.

- 1. Maintenance assessments are due on the first day of each month of the calendar year.**
- 2. Maintenance assessments that remain unpaid at the end of the 30th day of each month are considered delinquent. Upon becoming delinquent, a late fee of \$25.00 will be assessed to owner's account. A late notice will be mailed to the owner from the management company.**
- 3. After two months, unpaid maintenance assessments will be considered extended delinquencies. Once deemed an extended delinquency, a certified demand letter charge will be assessed to the owner's account. The demand for payment will be mailed certified pre-paid to the owner from the management company.**
- 4. Maintenance assessments that accrue a balance of \$500.00 will have a lien placed on the property. The lien notice will be mailed certified pre-paid to the owner from the management company.**
- 5. Maintenance assessments that accrue a balance of \$750.00 will be turned over to the attorney for collection. All collection costs incurred by the Association will be the responsibility of the owner.**

Any questions involving this policy or any notice given hereunder may be addressed to the president of the Association or to the property manager, Cornerstone Properties, Inc., PO Box 62073, Phoenix, AZ 85082-2073.

A copy of this policy shall be mailed to all members of the Association by the property manager. This policy shall become effective as of September 12, 2017, (the "Effective Date") with respect to any violation which may occur on or after the Effective Date.

Any violation of CCE policies will result in the application of the Association's standard CCE HOA "Imposition and Enforcement of Fines Policy".

ADOPTED AND APPROVED by the Board of Directors, on the 12th day of September, 2017.