

LATE FEE SET-UP REQUEST

PLEASE REVIEW YOUR ASSOCIATION DOCUMENTS IN REGARD TO LATE FEES AND INTEREST CHARGES

PLEASE FILL OUT FORM COMPLETELY AS TO NOT CAUSE DELAYS IN THE LATE FEE SET UP PROCESS

ASSOCIATION NAME: COP Condominium Association

EFFECTIVE DATE: 6/1/2024

FREQUENCY: MONTHLY QUARTERLY SEMI-ANNUALLY ANNUALLY

LATE FEE AMOUNT: FIXED \$ 15 OR _____ PERCENT

LATE FEE POSTING DATE: 10TH 15TH 20TH END OF MONTH (EOM)

MINIMUM BALANCE IN ARREARS FOR A LATE FEE TO BE CHARGED: _____

IF SPECIAL TERMS APPLY, PLEASE EXPLAIN HERE (EXAMPLE-CHARGE AFTER 45 OR 60 DAYS)

charge after 45 days

DO YOU WANT INTEREST TO BE CHARGED AT THE END OF THE MONTH? IF SO, AT WHAT PERCENTAGE RATE: _____ % PER: DAY MONTH YEAR

DO YOU WANT COLBY TO SEND PAST DUE STATEMENTS AFTER CHARGING A LATE FEE? (RECOMMENDED IF MONTHLY STATEMENTS ARE NOT SENT) _____

AUTHORIZED BY: K Davis

TITLE: COPC President DATE: 1 June 2024

COLBY MANAGEMENT, INC.
17220 N Boswell Blvd #140,
Sun City, AZ 85373
(623) 977-3860 / Fax (623) 977-3577
Email to: frontdesk@colbymgt.com

FOR COLBY USE ONLY
DATE RECEIVED: _____
CALIBER : _____
UPDATE LIST: _____

ASSESSMENT RECOVERY AUTHORIZATION

MUST BE COMPLETED AND RETURNED WITH LATE FEE SET UP REQUEST FORM

ASSOCIATION NAME: COP Condominium Association

The association authorizes Colby Management to perform the services listed below in an attempt to recover past due assessments owed by owners on the association's behalf.

Authorization to enter recovery program after two past due statements have been sent:

- When delinquent assessment amount reaches 60 days past due (60 DAY MINIMUM)
When delinquent assessment amount reaches \$ _____ past due

STEP ONE - DEMAND LETTER

UPON THE PRESET LEVEL (ABOVE), THE ACCOUNT IS REVIEWED AND A LETTER IS SENT TO THE HOMEOWNER. THE LETTER REQUESTS THEY CONTACT US FOR PAYMENT ARRANGEMENTS OR REMIT PAYMENT IN FULL WITHIN 30 DAYS IN ORDER TO AVOID FURTHER RECOVERY PROCEEDINGS. PER STATUTE, THIS LETTER MUST BE SENT VIA CERTIFIED MAIL, RETURN RECEIPT REQUEST.

SELECT ONE LEVEL TWO OPTION:

- LEVEL TWO A - ADDITIONAL DEMAND LETTER OR; THE SECONDARY DEMAND LETTER EXTENDS FURTHER PROCEEDINGS BY AN ADDITIONAL 30 DAYS. PER STATUTE, THIS LETTER MUST BE SENT VIA CERTIFIED MAIL, RETURN RECEIPT REQUEST.
LEVEL TWO B - ADDITIONAL DEMAND LETTER WITH LIEN FILING OR; THE SECONDARY DEMAND LETTER EXTENDS FURTHER PROCEEDINGS BY AN ADDITIONAL 30 DAYS WHILE SECURING DEBTS VIA A LIEN FILED AGAINST THE PROPERTY BY A THIRD-PARTY ATTORNEY AT A FLAT RATE. LIEN FEE TO BE PAID BY ASSOCIATION. PER STATUTE, THIS LETTER AS WELL AS A COPY OF THE LIEN MUST BE SENT VIA CERTIFIED MAIL, RETURN RECEIPT REQUEST.

LEVEL THREE - PAYMENT ARRANGEMENT

PAYMENT ARRANGEMENTS CAN BE APPROVED ON A PRESET BASIS OR PER OCCURRENCE. UPON BOARD APPROVAL, WE WILL SEND OUT A PAYMENT ARRANGEMENT FORM THE HOMEOWNER MUST SIGN AND RETURN. THE ACCOUNT WILL BE MONITORED TO BE SURE PAYMENTS ARE RECEIVED ON SCHEDULE.

In order to expedite an effective payment negotiation, the association gives Colby the right to:

- Waive late fees: Unrestricted (any/all late fees) Up to max \$ 60
Offer a payment plan up to: Three (3) Months Six (6) Months Twelve (12) Months

LEVEL FOUR - ATTORNEY

IF NO RESPONSE FROM THE HOMEOWNER WITHIN 30 DAYS OF DEMAND OR A SECOND DEMAND LETTER, BOARD WILL DECIDE TO PURSUE FURTHER RECOVERY THROUGH AN ATTORNEY.

ALL FEES CHARGED TO THE ASSOCIATION ARE LISTED ON CURRENT EXHIBIT A AND WILL BE CHARGED TO HOMEOWNER ACCOUNT AS PART OF BALANCE DUE. THE ASSOCIATION WILL BE CHARGED FOR SERVICES AT THE TIME OF SERVICE.

AUTHORIZED BY K. Davis

DATE 1 June 2024

Operating Documents

C.O.P. Condominium

(in descending order of importance)

1. Arizona Revised Statutes
2. Maricopa County Adopted Regulations and Ordinances
3. Declaration of Restrictions, Establishment of Board of Management, and Lien Rights dated October 30th, 1978 (as amended on March 2nd, 2001 by First Amendment to Declaration of Restrictions certified to on March 13th, 2001)
4. Articles of Incorporation of C.O.P. Condominium Association (dated October 23rd, 1996)
5. Amended and Restated Bylaws of C.O.P. Condominium Association (as adopted on March 5, 2016 and amended on February 24th, 2018)
- 6a. COP Condominium Association Rules and Regulations (general) (as adopted on March 6, 2021).
- 6b. COP Condominium Association Maintenance and Common Area Rules and Regulations (as adopted on March 6, 2021).

Note: Certain aspects of federal law may also apply (e.g. Americans with Disabilities Act). When applicable, federal law supersedes all other laws, rules and regulations that may conflict. / The application of Maricopa county ordinances and regulations in Sun City West is narrow but county law does govern certain matters (such as streets) and particularly those of health and safety, since Sun City West is unincorporated and accordingly has no municipal code.

Created May 12, 2021

Docs on "copcondo.org"