

WINDRUSH BAY CONDOMINIUM ASSOCIATION, INC
ASSESSMENT PAYMENT POLICY

1. Assessment payments are due monthly on the 1st of each month. If payment is not received within thirty (30) days of its due date, the Property Manager will mail a Statutory Notice of Late Assessment to the homeowner in accordance with Florida Statutes 718.
2. If payment is not received within 30 days of the Notice of Late Assessment (60 days after due date), the Association's attorney will mail an Intent to Lien Notice to the homeowner in accordance with Florida Statutes, which shall include the delinquency assessment(s), attorney's fees, and collection costs.
3. If the entire outstanding balance indicated in the Intent to Lien Notice (under #2 above) is not paid within 45 days of issuance, the Association's attorney shall cause a lien to be recorded on property, and shall mail a Notice of Intent to Foreclose letter to the homeowner.
4. If the lien is not fully satisfied in 45 days of being recorded, the account may be sent to the association's attorney to commence foreclosure action if approved by the majority of the Board of Directors.
5. Board of Directors shall be deemed, by virtue of Policy, to have approved all actions up to and including the filing of the lien without such action requiring contemporaneous approval at a Board Meeting.
6. The policy shall also apply to Special Assessments based on the due dates specified by the Board of Directors.
7. This collection policy supersedes any previous collection policy both past and present.

The above collection policy and timeframes are intended to be a guideline and all actions are subject to administrative and processing delays. However, any deviation from this policy shall not constitute a waiver of any rights or remedies of the association in collecting amounts due.

Approved by Board on this 16th day of APRIL, 2025.

Signed: Carl G. Hicks Title: President, WBCA

Print name: CARL G HICKS