

PECOS VISTAS ASSESSMENT COLLECTION

Regular monthly assessments are set annually and are due the first day of each month. If the assessment payment has not been posted by the 15th of the month, a late fee will be added to the Homeowner's account. Automatic draft is available and can be set up through the Management Company. Online payments can be made using a check, debit or credit card by visiting www.themariposagroup.net, click "Pay Dues" (see website letter for login/password and instructions). You will need your association coupon in order to complete the online bill pay option.

Pecos Vistas collection procedures to be performed by THE Mariposa Group, LLC (THEMG) when an individual lot Owner becomes delinquent in their assessment payment is as follows:

- A. Letter one: Late notice is sent to Homeowner
(Date Notice to be sent: **15** days delinquent)
- B. Letter two: Delinquent notice is sent to Homeowner
(Date Notice to be sent: **45** days delinquent)
- C. Letter three: Certified Demand Letter (also one by regular mail) sent to Homeowner with 10 day notice of Lien to be filed if not paid. A \$25.00 charge will be assessed for the certified letter processing fee. (Date Notice to be sent: **75** days delinquent)
- D. THEMG will monitor the 10 day notice and at the end of the time see if payment has been made. THEMG will accept payment plans **in writing** during this time. Late fees cannot be waived by THEMG. As long as the account is delinquent, late fees will be applied until the account is brought current.
- E. If payment has **not** been made, THEMG will notify the association Legal Department and a Lien will be filed against the Owner's lot immediately. In addition, the community website will be suspended for the individual homeowner.
- F. THEMG will no longer accept checks or funds from the Owner until the Owner's account is brought current with the Legal Department. All payments received by the association bank will be rejected and mailed to THEMG. THEMG will then forward to the Legal Department for processing.
- G. Neither THEMG nor the Board of Directors will negotiate a settlement while an account is in Legal. All settlements must go through the Legal Department.
- H. Once the account is paid in full, the Legal Department will release the Owner's file and account back to THEMG. THEMG will mail the Owner a reinstatement packet notifying of the release, next payment due date, coupons, etc. Website access will be activated and the association bank will be notified to accept payments.