

**KINGSTOWNE RESIDENTIAL OWNERS CORPORATION**  
**ADMINISTRATIVE RESOLUTION NO. 13-28**  
**(Allowance for Doubtful Accounts Guidelines)**

WHEREAS, Article III, Section 3(b) of the Declaration of Covenants and Restrictions of the Kingstowne Residential Owners Corporation states that "the Board of Trustees shall have all powers for the conduct of the affairs of the Corporation which are provided by law or the Founding Documents and which are not specifically reserved to Members or the Declarant in the Founding Documents," and

WHEREAS, the Board of Trustees finds it prudent to establish specific guidelines to calculate the allowance for doubtful accounts each year.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Trustees adopts the financial procedures detailed in this resolution:

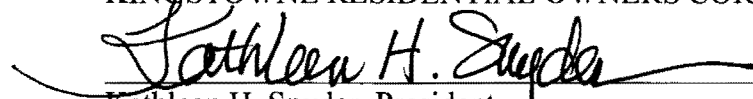
1. At the end of each fiscal year, all former owner accounts with balances over \$250 shall be reviewed as possible doubtful accounts. (Those with balances less than \$250 will be written off per Administrative Resolution No 03-19)
2. At the end of each fiscal year, all current homeowner accounts with balances 90+ days past due shall be reviewed as possible doubtful accounts.
3. Accounts that fall within the above range and are currently on payment plans will not be included in the calculation.
4. The allowance for doubtful accounts will be calculated at the following rate for remaining accounts:

Former homeowners: All former owners with balances up to 59 days past due will have the allowance for doubtful accounts calculated at 50% of balance due. All former owners with balances 60+ days past due will have the allowance for doubtful accounts calculated at 100% of balance due.

Current homeowners: Current owners whose balances are 90+ days past due will have the allowance for doubtful accounts calculated at 25% of balance due.

Resolution adopted and approved by the Board of Trustees of the Kingstowne Residential Owners Corporation this 7<sup>th</sup> day of March, 2013.

KINGSTOWNE RESIDENTIAL OWNERS CORPORATION

  
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Kathleen H. Snyder, President