



KINGSTOWNE RESIDENTIAL OWNERS CORPORATION

POLICY RESOLUTION NO. 23

Homeowners Fee Policy

WHEREAS, each owner of a dwelling within the community is legally obligated by the Declaration and the Property Owners Association Act to pay the Corporation all assessments and fees levied by the Board of Trustees; and

WHEREAS, the Board of Trustees believes it is necessary to lawfully adopt orderly procedures for the billing and collection of the assessments and fees levied by the Board and to publish such procedures to the owners.

NOW, THEREFORE, BE IT RESOLVED THAT the following policy is duly adopted by the Board of Trustees:

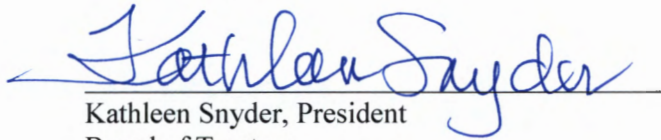
1. The Corporation shall send a coupon booklet to each owner at the owner's address within Kingstowne, unless the owner provides an alternate mailing address to the Corporation. The coupon booklet shall provide the owner with the amount of the monthly assessment due; however, each owner is responsible to pay the monthly assessment regardless of whether a coupon booklet is received. Failure to receive a coupon booklet or any other correspondence shall not relieve an owner of his or her obligation to timely pay all assessments, nor shall it relieve the owner of the obligation to pay any late charges, costs, or attorney's fees incurred as a result of his or her failure to make timely payment. Questions regarding assessments may be directed to the on-site office at (703) 922-9477 or to the Corporation's Financial Managing Agent.
2. Owners must make payment to "KROC" and direct the payment to the financial institution designated by the Corporation's Financial Managing Agent unless the account has been turned over to the Corporation's legal counsel, in which case owners must then direct payments to the Corporation's legal counsel.
3. The annual assessment levied by the Board may be paid by owners in monthly installments. The due date for each monthly installment is the 1st day of each month. The grace period for payment shall be until the 10th day of each month.
4. If an owner fails to pay any monthly installment on or before the 10th day of the month, the account shall be deemed delinquent and a late fee of \$25.00 shall be automatically added to the account.
 - A late fee may be imposed not more than once on the same delinquent assessment.
 - Late fees will not be charged during a month when a payment of a monthly installment is made in full within the grace period, even when that payment is applied to an amount due other than the monthly installment.
 - Late fees will not be charged on any unpaid charges or service fees levied by the Corporation as a sanction for a violation or for services rendered.

5. The Financial Managing Agent shall send a reminder notice to any owner whose account is delinquent. The notice shall be sent to the address within the Corporation for which the assessment arose unless the Owner provides an alternate mailing address to the Corporation.
6. If an account balance (assessments and/or late fees) is delinquent for two months or more, the Financial Managing Agent shall send a second late notice (demand letter) to the owner by certified mail. The owner shall be charged a service fee to cover the expenses of the Corporation incurred in connection with the second late notice in accordance with the fee schedule set forth in the Corporation's contract with its Financial Managing Agent.
7. The second late notice shall warn the owner of the requirement to pay the unpaid balance within thirty (30) days from the date of the second notice; otherwise:
 - a. the entire balance of the annual assessment shall be accelerated and declared due in full;
 - b. all rights, privileges, and benefits of membership shall be suspended until payment in full is made in accordance with § 55-513 of the Virginia Property Owners' Association Act; such suspension may include denial of privileges to use the recreational facilities; and
 - c. the account shall be referred to legal counsel for immediate legal action.
8. Legal counsel for the Corporation shall immediately initiate legal measures to collect all delinquent accounts referred by the Financial Managing Agent. Collection procedures pursued by legal counsel shall be as generally directed by the Board of Trustees. All legal fees and court costs incurred by the Corporation for collection services shall be charged to the owner.
9. If the Corporation receives a check from an owner which is returned for non-sufficient funds, the Corporation may charge the owner an administrative fee of \$35.00 to cover the charges incurred by the Corporation.
10. Payments received by the Corporation from owners shall be credited in the following order of priority, taking into account section 4 above, as applicable:
 - a. any fees, charges or costs of collection;
 - b. any other charges or sums due to the Corporation from the owner or anyone for whom the owner is responsible.
 - c. the monthly assessments for the dwelling, including special assessments due, as applicable.
11. The Board shall authorize the Financial Advisory Committee and the management staff to approve payment plans, waiver requests, and settle accounts.
12. The Board may change the amount of any charge listed herein without promulgating a new resolution. Any such decision to change the amount of a charge shall be made at a duly convened meeting and recorded in the minutes.

This Policy Resolution shall supersede Administrative Resolutions No. 01 dealing with the same subject.

EFFECTIVE DATE OF RESOLUTION

The policy was approved on this 1st day of August, 2018 by the Kingstowne Residential Owners Corporation Board of Trustees.



Kathleen Snyder, President
Board of Trustees
Kingstowne Residential Owners Corporation

Policy Name	Number	Approved	Revised
Homeowners Fee Policy	23		August 1, 2018
Homeowners Fee Policy	23	May 2, 2018	