

**(OWCAM)**  
**OREGON WASHINGTON COMMUNITY ASSOCIATION MANAGERS**  
**COLLECTION POLICY RESOLUTION**

The Board hereby establishes these collection procedures:

**1. AMOUNTS PAYABLE TO OWCAM** include, but are not limited to, membership fees, late fees, interest, sponsorship fees, EXPO fees, other fees or charges for goods or services, legal fees and all costs associated with collection of account balances due to OWCAM.

**2. PAYMENT SCHEDULE.** All membership fees are due by January 31st, of the fiscal year for which the membership fees apply. All EXPO fees are due 30 days prior to the pre-announced date of the EXPO. All other fees and account balances are due within 30 days of the date they were invoiced and will be considered late thereafter.

**3. LATE FEES, NSF & INTEREST CHARGES.**

- A late fee of \$50 shall be charged on any balance not paid within ten (10) days of its due date as specified in Section 2.
- A \$25 NSF (Non-Sufficient Funds) charge will apply to any returned check.
- A \$25 cancelled check charge will apply to any cancelled check.
- Any outstanding balance older than 30 days will incur an interest charge of one percent (1%) per month until paid.

**4. ORDER OF CREDITING PAYMENTS.** Payments received shall be applied to the oldest balance first.

**5. PROCESS FOR DELINQUENCY NOTIFICATION.** For all balances exceeding one thirty (30) days past due, the following notification process applies:

- **FIRST NOTICE.** First Notice of Past Due Charges including detail of account balance will be sent by First Class Mail to any account holder whose balance is thirty (30) days past due.
- **SECOND NOTICE.** Second Notice of Past Due Charges including detail of account balance will be sent by First Class Mail to any account holder whose balance is sixty (60) days past due. This notice will instruct that the account will be sent to collections if it becomes 90 days past due.
- **THIRD NOTICE.** Third Notice of Past Due Charges including detail of account balance will be sent by First Class Mail to any account holder whose balance is ninety (90) days past due and will inform the account holder that the account has been sent to collections and that the procedures set forth in Section 7 will apply as of a stated date certain.

**6. LEGAL SERVICES.** If a delinquent account is referred to an attorney for collection, the account holder shall be charged the reasonable attorney fees and related costs associated

with the debt collection, whether or not the collection action is pursued or discontinued. The Board retains the right to settle or compromise any debt owed to OWCAM in its sole discretion, and any such settlement or compromise shall not operate as a waiver or estoppel with respect to any other enforcement actions against that account holder or any other account holder.

**7. DEBT COLLECTION ENFORCEMENT PROCEDURES.** Once an account is sent to collections as provided herein, the following enforcement procedures will apply without further notice or action:

- Membership privileges shall be suspended.
- Meeting attendance privileges shall be suspended.
- Function/event/EXPO Expo attendance privileges shall be suspended.
- Member listing on the OWCAM website shall be removed.

**8. PAYMENT PLAN OPTIONS.** In the event an account holder is unable to pay the total outstanding balance it may make payment arrangements with the OWCAM Board of Directors which will be brought to the Board for review, unless the account is already in collections, in which event all payment plan arrangements must be arranged with the collection attorney. All payment plans must be adhered to and followed, or collection action may be taken.

Approved and adopted at the 8/1/13 Board of Directors Meeting.

Steve Meyer - Steve Meyer  
PRESIDENT - Board of Directors

Chris Barber  
SECRETARY - Board of Directors

Joel McDowell - Joel McDowell  
TREASURER - Board of Directors

Pamela Hill - Pamela Hill  
DIRECTOR - Board of Directors

RON BALASH  
DIRECTOR - Board of Directors