

Koger Management Group, Inc.

3554 Chain Bridge Road, Suite 400 Fairfax, Virginia 22030-2709 (703) 591-2414

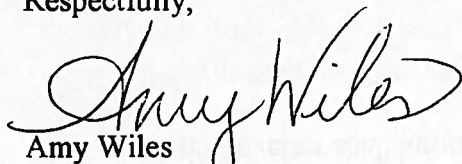
November 10, 1999

Dear Kenwood Townes Homeowner:

Please find enclosed the Administrative Resolution No. 99-1 adopted by you Board of Directors on October 13, 1999. Please keep these documents with your Declaration and other Association documents. This policy will become effective January 1, 2000.

If you have any question regarding this matter, please do not hesitate to contact me.

Respectfully,



Amy Wiles
Association Manager

Enclosures

cc: File
Board of Directors

KENWOOD TOWNES HOMEOWNERS ASSOCIATION

ADMINISTRATIVE RESOLUTION NO. 99-1

(Increase Late Fee Assessment)

WHEREAS, the Virginia Property Owners' Association Act provides the Board of Trustee with the power to asses monetary charges against members of the Association.

WHEREAS, the By-Laws, Article IX, Powers and Duties of The Board of Directors, Section 2, gives the Board of Directors the power to charge and/or increase a late fee assessment.

NOW, THEREFORE, BE IT RESOLVED THAT:

The Board of Directors will assess any lot that is more than 30 days past due in paying any regular quarterly assessment, a late fee of \$25.00 per month for such time as the assessment is delinquent.

- 1. If an owner fails to pay the quarterly installment of the annual assessment by the thirtieth day of the quarter, the manager shall add a \$25.00 late fee to the account.**
- 2. After the 30th day of the quarter, the manager shall send a reminder letter to any owner whose account is delinquent requesting the prompt payment of the balance. The reminder letter shall inform the owner that a \$25.00 late fee has been charged.**
- 3. If payment is not received by the Association by the 45th day of the quarter, a second letter shall be sent by the manager to the delinquent owner. The second shall place the owner on notice that if the payment is not made in full within 10 days from the date of the letter, the delinquent account will be accelerated and referred to legal counsel for the pursuit of legal action. Owners shall be warned in the letter of their responsibility of the attorney fee incurred by the association for collection services. The letter shall be sent by registered or certified mail.**
- 4. As a first step in the process of collection, legal counsel is authorized to record liens against the titles of the lots owned by owners whose accounts are delinquent and to file suits to obtain a personal judgement. Demand letters are not required.**

KENWOOD TOWNES HOMEOWNERS ASSOCIATION

Resolution Type: Administrative Resolution No. 99-1

Pertaining To: Creation of Procedures to Increase Late Fees

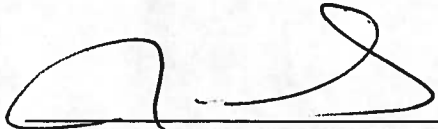
Duly adopted at a meeting of the Board of Directors of Kenwood Townes HOA

October 13, 1999

Motion by: James Hales Seconded by: Dana R. Katnik

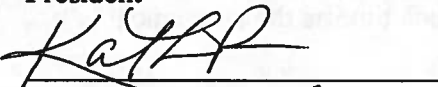
OFFICER

VOTE



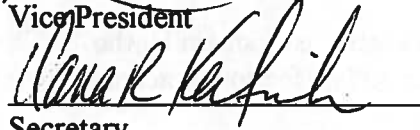
President

Yes	No	Abstain	Absent
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Vice President

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Secretary

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Treasurer

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Director

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Director

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Director

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ATTEST:

1999

Secretary

Date