

Ameri-Tech Property Management, Inc.
24701 US Hwy 19N, Ste 102
Clearwater, FL 33763

Delinquency Procedures

Friendly Reminders/Delinquency Notices

All delinquency notices are sent starting on the 16th of any given month and are completed by the 18th of the month. This notice is advising the homeowner that we have not received their assessment and ask that they send it in promptly. We enclose an envelope with our address on it to remit payment and also the notices are stamped with 2 stamps, one in red citing the Fair Debt Collection Act and one in blue stating if they fail to pay their assessments what it will cost them should the association have to start legal collection proceedings.

Demand Letters or "Notice of Intent to Lien"

Should a homeowner fail to pay after receiving the friendly reminder and they are now 2 months delinquent in payment, a Demand Letter or Notice of Intent to Lien is sent to them via certified mail and regular first class mail to all known addresses. This notice is advising the homeowner of the serious delinquent balance on their account and if they fail to pay within 30 days for a condominium the property will be liened and they will have considerable costs charged to their account.

Use of Common Facilities

Upon an owner becoming 90 days late on any Association Fee, The Board has determined that it desires to suspend pool and clubhouse privileges to said owner, their guests and tenants until such time as the delinquent fees become current. The Management Company shall so notice the owner and tenant, if applicable, of said use restriction.

Failure to Pay

If a unit is rented, the tenant and owner will be notified of the delinquency and that the Association through the management company will seek rent

paid directly to the Association per Florida Statute 718.116 (11). Upon collection of outstanding association fees, all rents go back to the unit owner.

After the statutory 30-day time has expired and the tenant collection option is not being successfully implemented, the unit account files are copied with all appropriate documentation and forwarded to the Associations' attorney to file a lien against the property. It usually takes a week to 10 days for us to receive a copy of the lien that has been recorded on the Associations' behalf at the courthouse.

The Associations' attorney also sends copies to the homeowner so that they are aware of the lien and they too, demand payment. Once a file is at the attorney's office we stop all communication with the homeowner pursuant to the attorneys' instructions. They monitor any action that happens on the file, we forward any payments received to them and they then with the approval of the Board of Directors follow through with foreclosure action if it is in the best interest of the Association. All recommendations come from the Associations' attorney as far as whether or not to foreclose on any given property. All attorneys require an authorization by the Board to foreclose and send an affidavit of amounts owed that Ameri-Tech fills out and sends to the Board for their authorization. Once the attorney receives the authorization they send out the Notice of Intent to Foreclose to the homeowner, wait the 30 days and then file the Summons and Complaint to foreclose on the unit. There are title searches and costs involved in serving the homeowner that are billed to the association.

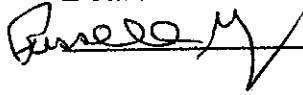
The entire process should take 6-7 months before the actual foreclosure can be completed. Keep in mind each collection attorney has numerous cases pending and you will need to discuss with your particular attorney what their timeframe is estimated to be.

It is expressly understood that the Board of Directors of Windrush Bay do not desire to approve each of the above steps on an individual unit basis. The Board desires to establish the above procedure and hereby authorizes the Management Company and Association Attorney to pursue the above process in the timeframe outlined above and consistent with Florida law.

The Board of Directors of Windrush Bay hereby authorize the procedures outlined and expressly authorize Ameri-Tech and the Association Attorney to collect delinquent association fees in the quickest possible manner.

Signed

Board of Directors by

 President.