

MAINTENANCE DUES

Maintenance dues are currently \$300 per year, first half due on January 1, and the second half due on July 1. Dues provide revenue to Jordan Maintenance Company, the non-profit corporation responsible for the on-going maintenance and improvement of community property and assets and managed by the volunteer Board of Trustees.

A member with a delinquent account is prohibited from using the facilities on community property, including the pool, barn and clubhouse, until the account is paid in full. (Restrictive Covenants, Article IV, Section 4.5, page 22)

Maintenance dues are used to pay the bills of the corporation and to finance on-going maintenance and needed improvements including, but not limited to, the following:

- Electric and water bills for the pool, barn and clubhouse
- Road maintenance and improvements on the private roads
- Lawn mowing on Tracts A and B
- Propane and supplies for the pool and stipend for caretaking responsibilities
- Maintenance of buildings and fencing
- Stipend for person responsible for bookkeeping duties
- Stipend for person responsible for board minutes and mailing to all members
- Office supplies, including postage
- Legal Expenses

BILLING PROCEDURES

First Half Dues for January 1 to June 30:

1. Statements are mailed by December 1 and the due date is January 1.
2. A thirty day grace period is allowed and the final due date specified in the statement is January 31.
3. A late charge of 25 percent of the first half dues amount is assessed on all accounts where the first half dues have not been paid by January 31. Statements with the new balance are generated and mailed. The late charge amount for 2015 first half dues is \$37.50.

Second Half Dues for July 1 to December 31:

1. Statements are mailed by June 1 and the due date is July 1.
2. A thirty day grace period is allowed and the final due date specified in the statement is July 31.
3. A late charge of 25 percent of the second half dues amount is assessed on all accounts where the second half dues have not been paid by July 31. Statements with the new balance are generated and mailed. The late charge amount for 2015 second half dues is \$37.50.

Jordan Maintenance Company
14129 Club Way
Arlington, WA 98223

MAINTENANCE DUES

MAKING PAYMENTS

Please pay with a check or a money order mailed to the JMC address on the statement. Payments may also be left in the secured mailbox at the entrance to the Barn/Clubhouse property. **If you need to pay with cash, please DO NOT leave it in the mailbox.** Contact the treasurer (whose name and number is provided on the statement) to make arrangements to pay in person. If paying the full amount due in January and July is a hardship, please consider making smaller monthly payments in advance of the due date (i.e., \$25.00 per month in the five month period preceding January 31 and July 31).

QUESTIONS REGARDING STATEMENTS OR ACCOUNT BALANCES

If you have concerns or questions regarding your account status, please contact the person whose name and number is provided on the statement. This person may not be available in the daytime or during other hours due to a regular job. Family members in this person's household cannot answer questions regarding your account status. If you call, please leave a message with your phone number and a good time to reach you, so your call can be returned.

COLLECTION AGENCY, LIENS, WAGE GARNISHMENT and FORECLOSURE

If an account continues to be delinquent and the member/owner does not respond to efforts to establish a payment plan, or fails to follow through with an agreed upon payment plan, the Board of Trustees may decide the delinquent account will be turned over to a collection agency. Upon acceptance of the account, the collection agency will post the debt with Credit Bureaus. The collection agency may take the step of garnishing wages. The board may also choose to place a lien on the property, take legal action to garnish wages, and/or take legal action to foreclose on the property. All legal costs incurred in the collection of delinquent dues and assessments will be billed to the owner.

JMC, Approved: 10-24-2002

Revised: 10-24-2002, Revised: 8-11-2006, Revised: 12-05-2006, Revised 9-16-2010,

Revised: 06-23-2013, Revised: 08-28-2014, Revised: 10-04-2015