

January 16, 2013

**MYRTLE TRACE CONDOMINIUM ASSOCIATION
213 Southampton Drive
Venice, FL 34293**

POLICY – DELINQUENCY

OVERVIEW:

1. The Board may suspend the right to vote and to use the clubhouse and pool facilities of any unit owner delinquent more than 90 days in paying a monetary obligation to the Association of \$100 or more. Such suspension also applies to other unit occupants and invitees.
2. The Board may choose to suspend only the right to vote and the right to reserve the clubhouse for a unit owner who is current on a negotiated payment plan approved by the Board. Such limited suspension also applies to other unit occupants and invitees. However, in the event the owner does not meet the payment plan obligation, that owner (and unit occupants and invitees) will then lose all special privileges to use the pool and clubhouse facilities until all monetary obligations due the Association are fully met.
3. Any suspension under this policy ends only when the unit account is paid in full.

PROCEDURE:

1. The Treasurer shall be responsible for notifying the President when a unit owner is delinquent under this policy. The President is responsible for obtaining a Board vote on the suspension at a properly noticed Board meeting in timely fashion. The Manager will then notify the unit owner.
2. Regarding the limited suspension involving a payment plan, the Treasurer is authorized to direct the Manager to immediately notify a unit owner not

meeting the plan obligations that the suspension has reverted to the full suspension (#1 above). The Treasurer will report this action at the next Board meeting.

3. The Treasurer is also responsible for notifying the Manager and the President when the unit account is paid up. The President is authorized to direct the Manager to immediately inform the unit owner that the suspension is ended. The President will report this action at the next regular Board meeting.
4. All notices to the unit owner will be communicated by the Association Manager using certified mail or receipted hand/courier delivery.