

**NORTHTOWN HOMEOWNERS' ASSOCIATION, INC.  
POLICY & PROCEDURE**

**APPROVAL OF LATE FEE WAIVERS**

Revised May 10<sup>th</sup> 2016

When a Request for Waiver of Late Fees is received for an account not exceeding sixty (60) days past due, or when payment-in-full is tendered on any such delinquent account, late fees not exceeding two monthly charges (\$30.00) may be waived.

Upon further review of the payment history or circumstances pertaining to the delinquency, the Treasurer may elect to waive additional late fees-charged to any account. Such additional forgiveness of late charges may only be exercised if the account is paid-in-full. At the request of the lot owner, any denial of additional waiver may be appealed to the Board for their review of the Request for Waiver form and the payment history. This appeal shall be addressed at the next monthly Board of Directors meeting. The appeal may be conducted in a closed session of the monthly meeting unless the lot owner specifically demands the matter be discussed on the agenda of the open session. Results of the appeal shall be forwarded in writing to the lot owner by the Treasurer within ten (10) days of the monthly Board meeting.

All Request for Waiver forms and appeals to the Board shall be retained in the lot owner's file at the Association offices. All waivers granted by the Treasurer or the Board shall be entered in the Late Fee Waiver Log over the course of the calendar year and maintained for the balance of the year. This log shall be presented monthly to the Board as part of the regular Treasurer's report.