



Cypress Tanglewood  
Homeowners Association

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**CYPRESS TANGLEWOOD HOMEOWNERS ASSOCIATION**

**COLLECTION POLICIES AND PROCEDUES**

Pursuant to the Governing Documents of the Association, and the Davis-Stirling Act, the following are the Association's Collection Policies and Procedures:

1. Regular monthly assessments are due and payable on the first day of each month.
2. Regular and special assessments are delinquent if they remain unpaid 20 days after they become due. If an assessment is delinquent, the Association may recover all the following:
  - a. Reasonable costs incurred in collecting the delinquent assessment, including reasonable attorneys' fees.
  - b. A late charge of ten percent (10%) of the delinquent assessment.
3. Any Delinquent assessment or other charge or interest as set forth above in paragraph 2 and any subparagraph thereunder may be pursued to judgment by a legal action in small claims court or the Superior Court of the County of Orange or any other court with jurisdiction to adjudicate the claim.
4. A lien in the amount of any delinquent assessment and/or other charges and/or interest as set forth in paragraph 2 above, and any subparagraph thereunder, may be imposed on any unit of the owner legally responsible for the debt. Thereafter, foreclosure on the indebted owner's unit may be pursued. The establishment of a lien and any foreclosure proceedings shall be conducted in the manner specified in, and subject to the provisions of civil Code, Sections 1367, 1367.1, 1367.4, 1367.5 and/or any other applicable statutes.
5. Any owner is entitled to request that the debt be submitted to the Association's "meet and confer" program as required by Civil Code, Sections 1363.810 through 13663.850, inclusive and/or to alternative dispute resolution before a neutral third party as required by Civil Code, Sections 1369.510 through 1369.590.
6. An owner may also request to meet with the Board of Directors in executive session to discuss a payment plan for any such debt. The Board of Directors will consider each request for a payment plan on a case by case basis, but is under no obligation to grant payment plan requests.

7. Nothing herein limits or otherwise affects the Association's right to proceed in any lawful manner to collect any delinquent sums owed to the Association.
8. Any owner who is so requests is entitled to receipt for any payment made which shall include the date of payment and the person who received it. The mailing address for overnight payment of assessments is **Murphy, Murphy & Murphy, CPA's Cypress Tanglewood HOA, 10801 Walker Street, Suite 200, Cypress, CA 90630**, as of the adoption of these procedures. The overnight mailing address may change by the Association giving written notice of the new address by personal delivery or fist class mail to all members. Owner's name and address or unit number should be on all checks or correspondence.
9. Any payment made shall first be applied to the assessments owed, and, only after the assessments owed are paid in full shall the payments be applied to any unpaid fees and costs of collection, attorney's fees, late charges or interest.