

To:

**Brynfield Homeowners** 

From: Michael Blouch

Penn Equity Associates, Inc.

Agent for Brynfield Homeowners Association

Re:

Monthly assessment late fee

Date: 28 August 2006

At the Brynfield Homeowners Association Annual Meeting held on June 28, 2006 the homeowners voted to amend the By-Laws and give the Association's Executive Board the authority to impose a late fee on those who pay their monthly assessments late. Enclosed with this letter, please find a copy of the amended By-Law relating to late fees for you to attach to your copy of the By-Laws.

At the Executive Board meeting of August 7, 2006 a late fee policy was enacted imposing a \$15.00 late fee. The late fee will be assessed against all homeowners whose payment is received at the post office box of Penn Equity later than 10 days after the first of the month in which the payment is due. The late fee policy will take effect October 1, 2006.

Thank you for your attention to this matter.

Kind regards.

Michael Blouch

## Brynfield Homeowner's Association

Article V, Section 12 of the Bylaws is hereby amended and restated in its entirety as follows:

Section 12. Collection of Assessments. The Executive Board shall take prompt action to collect any assessment for Common Expenses or any other amounts owing by any Unit Owner that are not timely paid, which action may include, but shall not be limited to, the imposition and collection of such late charges and/or interest charges thereon as the Executive Board shall deem appropriate from time to time.