



Homeowners Association Assessment Collection Procedure

Association dues are budgeted each calendar year to pay for the operation, replacement, maintenance, and repairs of the common area amenities owned by the homeowner's association. The Arbor annual dues will be billed semi-annually, in two installments; the first installment is due on January 1st of each calendar year and the second installment is due on July 1st of each calendar year.

Payments by bank information or cards can be done online at:

<https://brightoncorp.cincwebaxis.com/>.

The following is the chronological order and procedure for the collection of Assessments:

Statement

Approximately 30 days before an installment is due, a statement will be mailed to each homeowner stating the amount due. Each calendar year, the first installment must be paid in full on or before January 31st and the second installment on or before by July 31st to avoid penalties; a payment schedule may be arranged if you contact the management office prior to such dates. Penalties incurred after these dates are as follows: (1) late fees/interest will begin to accrue, and (2) the homeowner's access to the clubhouse and pool will be deactivated.

Delinquency Notice

On approximately each February 1st, with regard to the first installment, and each August 1st, with regard to the second installment, a delinquency notice will be mailed to any homeowner that has not either made payment arrangements or paid the delinquent installment in full. The homeowner will be advised that, if such amount is not paid within 15 days, they will be sent to an attorney for collection; where a lien will be placed upon their home and legal fees incurred. All access to the clubhouse and pool will remain deactivated until the account is paid in full.