Acceptance of Collection Process and Authorization for Representation

The Board of Directors for Parolo Vista Estates Homeowners Association hereby authorizes Vision Community Management to enforce the attached collection process and fee schedule.

This authorization includes but is not limited to; contacting delinquent owners to request payment of assessments and any other charges. The preparation, signing and recording of liens against individual or joint lots within the community for delinquent assessments and related charges. The preparation, signing, and filing of small claims complaints against owners in court for delinquent assessments and other charges. Representing the Association at any court hearing that arises from a small claims action filed in the name of the Association. Any other related or ancillary activities so directed by the Board of Directors as its duly authorized agent.

This authorization shall remain in effect concurrently with the valid management/agency contract between the Association and Vision Community Management and shall specifically authorize Kim Smith, Cory Christians, and Valarie Schonely to perform these functions in accordance with A.R.S. §22-512(C).

Board member signature

Karen Evers
Printed name

Secretary
Title

10 / 12 / 2026
Date

VISION COMMUNITY MANAGEMENT
A REALMANAGE COMPANY

16625 S Desert Foothills Pkwy
Phoenix, AZ 85048
480-759-4945 fax 480-759-8683
www.wearevision.com

Collection Process & Fee Schedule- as of August 1, 2026

TIMING AND ACTION		FEE
15 DAYS - Initial Late Letter	(sent by accounting)	Contractual Rate
45+ DAYS - Lien demand letters	(sent by accounting)	Contractual Rate
75+ DAYS - Account is referred to collection department	(sent by accounting)	No Charge

Collections- "Tier 1"

75+ DAYS Collection Setup (1)/ Asset Analysis (2) $95.00 (1)/ $115.00 (2)/ $10.00 monthly collection monitoring (3)

This process includes account review to verify amounts owed, current mailing address and contact information, screening for bankruptcy and trustee sale, and entry of account information into a secure database. A phone call is made and e-mail sent to the owner in an attempt for immediate resolution of the account **(1).** If account is not paid in full or payment arrangements are made within five business days an asset analysis will be completed which includes a review of the owner(s) credit report(s) to determine mortgage status, property value, and basic financial standing **(2).** The month following the collection setup, every active collection account will be charged a monthly monitoring fee until the account is brought current **(3).**

Collections- "Tier 2"

75+ DAYS Lien Notice (1)/ Pre-Litigation Letter (2) $250.00 (includes lien release) (1)/ $65.00 (2),

A notice of lien is recorded if the asset analysis reveals sufficient equity in the property to cover the debt owed **(1).** Two final demand letters are sent to the owner with a copy of the lien and ledger via first class and certified mail advising that legal action may be taken after thirty days if they fail to respond **(2).** Additional demand letters may be sent if the owner defaults on payment plan(s) established after the final demand letters are sent or if alternate addresses are located for the owner(s) **(see D below).**

Collections- "Tier 3"

105+ DAYS Small Claims Suit Filed for Judgment $250.00 + filing fee +process server (1) / $100.00 (2)/ $125.00 (3), OR Stipulated Agreement OR Small Claims Hearing

A small claims suit is prepared, filed, and sent out for personal service to the homeowner(s) **(1).** An application for default **(2)** and request for judgment **(3)** will be filed to obtain default judgment or a stipulated agreement **($125.00)** will be prepared and signed by the homeowner(s) for voluntary entry of judgment with a payment plan. Court appearance may be necessary if the owner files an answer with the court disputing any part of the complaint (**$125.00** per appearance in the metro Phoenix area**, $200.00** for all other areas).

105+ DAYS Account forwarded to attorney *with board approval* $45.00

This **MAY** occur if the owner is represented by counsel and/or requests that the case be transferred to the civil division OR if the balance exceeds the small claims limit of $5,000.00. This may also occur with a bankruptcy case if attorney action is required.

Collections- "Tier 4"

165+ DAYS Certify Judgment and Record / Satisfy Recorded Judgment $175.00 (includes filing & recording fees)/ $45.00 to Satisfy

Upon receipt of a signed judgment, we will obtain a certified copy and record it with the appropriate county, so it becomes a lien against any property held by the owner(s) within Arizona. Once the account is paid current there is a **$45.00** fee for the satisfaction.

165+ DAYS Earnings (1)/Non-Earnings Garnishment (2) $250.00 (1)/$150.00 (2) + filing fee + process server +bank fees

If employment (May require Work Number Search- **see B** below) and/or banking information is verified, we will prepare and file earnings **(1)** and/or non-earnings **(2)** garnishments.

165+ DAYS Judgment Debtor Exam $125.00 + filing fee + process server + hearing attendance ($125.00 or $200.00 ea)

If no employment or banking information is located, we will prepare and file a petition with the court to conduct a debtor's exam.

OTHER ACTIONS THAT MAY OCCUR:

A.	Payment Plan Monitoring (for non-collection accounts)	$10.00 per month
B.	Asset Analysis/Work Number Search	$115.00 (for a six-month period)/ Actual Cost
C.	Lien Release (Non-Vision recorded)	$85.00 (includes recording fee)
D.	Additional demand letters (pre or post-judgment first class/certified)	$40.00/$65.00 per instance
E.	Renewal of Judgment (Small Claims or Justice Court)	$125.00
F.	Prepare, file and record satisfaction of Judgment	$125.00 (Superior Court)

BANKRUPTCY- CHAPTER 7/13/Trustee Sale

G.	Document BK notice/split account/monitor Chapter 7	$40.00
H.	File Proof of Claim-Chapter 7/13	$115.00
I.	Monitor Chapter 13 to completion	$115.00 per year to conclusion (If proof of claim is filed)
J.	Document and Monitor Notice of Trustee Sale	$115.00 (Includes Referral to Attorney for Excess Proceeds or referral to Thunderbird Collections

- *All fees added to homeowner's delinquency balance when charged to the association*
- *Timing is approximate and will vary depending on association grace periods, workload, court and individual response times*
- *Pricing to owner or association is subject to change 30 days after written notification to the association (typically occurs as a result of legislative/court fee updates)*

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