

ANTHEM PARKSIDE COMMUNITY ASSOCIATION, INC

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Anthem, AZ 85086
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The attached Write-Off and Settlement Authority Policy was unanimously accepted via email response from all 5 Board members on September 9, 2011.

Respectfully submitted on September 9, 2011,


Annette McCarthy
Parkside Community Manager

**CONSENT TO ACTION
BY THE BOARD OF DIRECTORS
ANTHEM PARKSIDE COMMUNITY ASSOCIATION, INC.
1600 W. Broadway Road, Ste. 200
Tempe, AZ. 85282
(602) 957-9191**

WRITE-OFF AND SETTLEMENT AUTHORITY POLICY

The undersigned, constituting a quorum of the members of the Board of Directors of the Anthem Parkside Community Association, Inc., an Arizona nonprofit corporation, hereby take the following action at a duly called meeting held on _____, 2011:

RESOLVED, that the Parkside Board of Directors hereby approves the following Write-Off and Settlement Authority Policy, effective _____, 2011:

1. Write-Offs

A. The Anthem Parkside Board of Directors grants its' Community Manager the ability to write off receivables that have been reviewed and approved for write-off by the Anthem Community Council Finance Committee and/or the Anthem Community Council Community Financial Officer (CFO). The account must also meet the following criteria:

- The total account balance due to the Anthem Parkside Community Association is less than \$2,000.00
- The account is less than two (2) years delinquent and there has been notification that a Trustee's Sale has been executed. The prior owner also resides out of the state and is unemployed; or the Community Manager has received a recommendation from Legal Counsel or third party collection agent that all efforts for collection have failed, and that in the opinion of those professionals, future investments in attempting collection would not be prudent.
- Requests involving the write off of Anthem Parkside Community Association assessments require that the Anthem Community Council Finance Committee or CFO have already reviewed the account and made a decision to write off the Anthem Community Council portion of the homeowner ledger balance.

2. Settlements

A. The Anthem Parkside Board of Directors grants limited authority to its' Community Manager to negotiate with owners the settlement and resolution of delinquent account balances in accordance with the following criteria:

- The total account balance due to the ANTHEM PARKSIDE COMMUNITY ASSOCIATION is less than \$2,000.00;

- Settlements involving the write off of Anthem Parkside Community Association assessments require that the Anthem Community Council Finance Committee or CFO have already reviewed the account and approved a settlement agreement for the Anthem Community Council portion of the homeowner ledger balance.
- The settlement is being requested due to a pending short sale.

APPROVED this _____ day of _____, 2011

Kristen Rensmeyer, President

Matt Hanson, Vice President

Loren Linscott, Treasurer

Lee Silver, Secretary

David Oakeson, Director