

**SALISHAN LEASEHOLDERS, INC.**  
**Resolution of the Board of Directors**

***COLLECTION OF UNPAID ASSESSMENTS***

**RECITALS**

A. The Board of Directors ("Board") of Salishan Leaseholders, Inc., an Oregon nonprofit corporation ("Corporation") is charged with the responsibility to establish, assess and collect maintenance fees and other charges (hereinafter referred to as "Assessments" as defined in Section 1.2) from its lessees. The lessees are members of the Corporation (hereinafter referred to as "Members" as defined in Section 1.4).

B. The Board deems it in the best interest of the Corporation and the Members to adopt a uniform and systematic procedure for the collection of unpaid Assessments that assures that unpaid Assessments are timely and efficiently collected to minimize the loss of Assessment revenue.

**NOW, THEREFORE, IT IS RESOLVED that:**

I. The rules and regulations governing collection of delinquent Assessments set forth below be adopted to provide for a uniform and systematic procedure for the collection of unpaid Assessments.

II. A copy of this Resolution be sent to all Members at their email address as shown in the records of the Corporation. If a Member does not have an email address on file, it shall be mailed to the mailing address of the Member.

III. This Resolution supersedes any resolution regarding the collection of Assessments currently in place.

**ARTICLE I**  
**AUTHORITY, DUTIES AND OBLIGATIONS**  
**UNDER GOVERNING DOCUMENTS**

1.1 "**Bylaws**" is Salishan Leaseholders, Inc. Bylaws, as amended May 20, 1995.

1.2 "**Assessments**" as used in this Resolution, include all amounts validly assessed against a Member pursuant to the Corporation's Bylaws, Rules and Regulations, Uniform Lease, and any Resolution of the Board of Directors, including, but not limited to, maintenance fees, common expenses, special Assessments, interest, fees, fines, attorney fees and all costs of collection.

1.3 "**Corporation**" is Salishan Leaseholders, Inc., formed pursuant to the Bylaws and incorporated as an Oregon nonprofit corporation under the Oregon Nonprofit Corporation Act,

ORS chapter 65, by Articles of Incorporation filed October 31, 1966 as Registry No. 079320-15, in the office of the Oregon Secretary of State, Corporation Division.

**1.4     “Member”** means a lessee of a homesite in the Site Plan of Salishan.

**1.5     “Uniform Lease”** is the Uniform Lease from Salishan Properties, Inc., or the Uniform Lease from Salishan Leaseholders, Inc., as amended July 11, 1995 (“1995 Uniform Lease”) and the Uniform Lease from Salishan Properties, Inc., or the Uniform Lease from Salishan Leaseholders, Inc., as amended February 1, 2010 (“2010 Uniform Lease”). Salishan Leaseholders Inc, is the successor to Salishan Properties, Inc.

**1.6     Specific Authority and Duties.**

(a)     Article IV, Section 3(d) of the Bylaws allows the Corporation to adopt rules and regulations.

(b)     Section 27 of the 1995 Uniform Lease and Section 28 of the 2010 Uniform Lease authorize the Board to enforce provisions of the Bylaws and Rules and Regulations, including action to collect unpaid Assessments.

(c)     Section 23 of the 1995 Uniform Lease and Section 26 of the 2010 Uniform Lease authorize the Board to levy interest on delinquent Assessments.

(d)     Section 24 of the 1995 Uniform Lease and Section 27 of the 2010 Uniform Lease authorize the Board to bring an action to obtain a money judgment against a Member for damages and for unpaid Assessments.

**1.7     Obligations.**

(a)     Under Section 2 of the Uniform Lease, Members are obligated to pay Assessments.

(b)     Under Section 2 of the Uniform Lease, Assessments are currently due and payable in advance on the first (1<sup>st</sup>) day of each month.

(c)     Section 23 of the 1995 Uniform Lease and Section 26 of the 2010 Uniform Lease specifies that an Assessment is delinquent if not paid by its due date.

(d)     Under Section 27 of the 1995 Uniform Lease and Section 28 of the 2010 Uniform Lease, Members are obligated to pay reasonable fees and costs, including, but not limited to, attorney fees incurred in connection with efforts to collect delinquent and unpaid Assessments.

## **ARTICLE II**

### **INTEREST, LATE FEES AND OTHER COSTS**

Pursuant to Section 1.7 above, the following rules and regulations apply to delinquent and unpaid Assessments:

**2.1 Interest.** Interest at a rate of eight percent (8%) per annum shall accrue on all delinquent Assessments which are not paid on or before the due date.

**2.2 Late Charge.** Any Assessment that is delinquent as set forth in Section 1.7(c) above will be charged a late charge in the amount of twenty-five dollars (\$25.00).

**2.3 Other Costs.** All costs of collection as set forth in Subsections (a), (b) and (c) of this section are imposed against the Member and are due when incurred in the amounts incurred, regardless of whether suit or action is commenced. Collection costs include, without limitation, the following:

(a) Management Company Charges. Collection charges imposed by the management company, if included in the contract between the Corporation and the management company, including reasonable mailing costs, recording fees, time spent for account maintenance, and other similar expenses.

(b) Attorney Fees. Any attorney and paralegal fees for work performed with respect to the Assessment account such as file intake; preparing calculations; consultations and telephone calls with the Corporation, Members, court, witnesses and other individuals involved in the process; legal research; drafting and preparing legal documents; drafting and preparing letters; depositions; trial preparations; travel time; investigations; court appearances; analyzing the account to determine the appropriate action; and preparing and attending post judgment proceedings.

(c) Other Costs. All expenses such as recording fees, postage costs, copy costs, service costs, court costs, filing fees, paralegal and administrative fees, private investigator fees, garnishment fees and other similar expenses.

## **ARTICLE III**

### **PROCEDURE**

**3.1 Corporation Payment Demand Letter.** When an Assessment is delinquent, the Corporation or its agent shall send the Member a written payment demand letter, see attached Exhibit A ("Corporation Payment Demand Letter"), that includes:

- (a) A statement of the amount due under the Assessment account.
- (b) A demand for immediate payment.

(c) A notice that if the stated amount due is not paid by the turnover date, the Assessment account may be turned over to an attorney for collection in accordance with this Resolution.

(d) A statement that the Member is responsible for the payment of all costs for collection incurred, as specified in this Resolution, and the costs constitute Assessments against the Member.

### **3.2 Turnover of Assessment Account to Attorney.**

(a) Subject to Subsection (b) of this section, when an Assessment remains unpaid after the turnover date specified in the Corporation Payment Demand Letter given under Section 3.1 above, the Corporation or its agent shall turn over the Assessment account to an attorney for collections. Said attorney shall proceed as provided in this Resolution.

(b) After the Assessment account is turned over to an attorney, all contact and communications with the Member regarding the Assessment account must be with that attorney, unless the attorney gives written consent otherwise.

**3.3 Initial Notice.** When an Assessment account is turned over to an attorney, the attorney shall send a written notice for payment ("Initial Notice") to the Member.

**3.4 Final Payment Demand.** If the total amount due is not paid by the date stated in the Initial Notice under Section 3.3 above, or arrangement for payment is not made in accordance with Section 3.7 below, the attorney shall send a final demand letter ("Final Payment Demand") that demands payment of all moneys due under the Assessment account within ten (10) days.

**3.5 Legal Action.** If the Assessment, including all costs specified in Section 2.3 above, is not paid by the date specified in the Final Payment Demand given under Section 3.4 above, or arrangement for payment is not made in accordance with Section 3.7 below, attorney, on behalf of the Corporation, shall take additional legal action, which may include, but is not limited to, initiating a lawsuit for a personal money judgment against the Member.

**3.6 Execution/Enforcement of Judgment.** After a judgment is obtained, the attorney may begin collection of the judgment by any one or combination of the following:

- (a) Garnishing the Member's bank account.
- (b) Garnishing the Member's wages.
- (c) Executing a writ against the Member's real or personal property.
- (d) Any additional methods authorized by law.

- (c) Executing a writ against the Member's real or personal property.
- (d) Any additional methods authorized by law.

**3.7 Payment Plans.** A payment plan proposed after the Assessment account is turned over to the attorney must be approved by the Board of Directors of the Corporation.

**3.8 Payments.** After the Assessment account has been turned over to the attorney, all payments must be made to the attorney.

**3.9 Member Responsibility; Other Remedies.**

(a) Member Responsibility for Payment of Assessments. Regardless of any procedure prescribed under this Resolution, it is the responsibility of the Member to ensure that Assessments are paid when due.

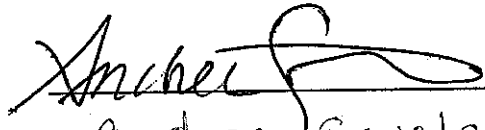
(b) Member Responsibility to Update Address. It is the sole responsibility of the Member to notify the Corporation in writing of any change of Member mailing address.

(c) Other Corporation Remedies. Nothing in this Resolution prevents the Corporation from taking any other actions against a Member, including, but not limited to, termination of the Member's license to use the common areas, suspension or termination of the Member's membership, and any other remedies provided under the Bylaws, Rules and Regulations, and Oregon law.

**CERTIFICATION OF ADOPTION**

The undersigned, Secretary of the Corporation, hereby certifies that the foregoing resolution is a true record of a resolution adopted by the Board of Directors at a Board meeting held in accordance with the Bylaws of the Corporation on May 12th, 2025.

Dated: June 1st, 2025.

  
Andrea Severson, Secretary  
Salishan Leaseholders, Inc.,  
an Oregon nonprofit corporation

**EXHIBIT A**  
**CORPORATION**  
**PAYMENT DEMAND LETTER**

May 30, 2025

John Doe  
[INSERT ADDRESS]