

Late Fees Policy
Brandywine, A Planned Community

Executive Board Approval Date *original date unknown.*

Revision History January 20, 2009, January 16, 2026

Policy Statement

The Late Fees Policy details the procedures for late charges at Brandywine, A Planned Community and is consistent with Section 6.3 of the Bylaws.

Section 6.3 Late Charges and Interest on Delinquent Assessments. Any assessment not paid within five (5) days after its due date shall accrue a late charge in the amount of Ten Dollars (\$10.00) or such other amount as may be determined by the Executive Board, shall constitute the personal liability of the Owner of the Unit so assessed and also shall, until fully paid, constitute a lien against such Unit pursuant to Section 5315 of the (Pennsylvania Uniform Planned Community) Act.

Procedures

Common Expense Assessments (monthly HOA fee)

- Payment of the monthly HOA fee is due on the 1st day of the month.
- Monthly HOA fees not received by the 16th day of the month shall be deemed delinquent and a late fee of Ten Dollars (\$10.00) will be added to the amount due.
 - The Executive Board approved this extension from the Bylaws.

- If payment of the delinquent assessment and the late fee is not received by the 1st day of the following month (“Month Two”), and additional late fee of Ten Dollars (\$10.00) will be added to the amount due for Month Two and each subsequent month for the duration of the delinquency.
- If payment of the delinquent assessment and the late fees is not received by the 1st day of the next following month (“Month Three”), and additional late fee of Ten Dollars (\$10.00) will be added to the amount due for Month Three and each subsequent month for the duration of the delinquency and the Executive Board may exercise its right to initiate legal action to collect any and all delinquent amounts.

Rental Fee (Non Owner Occupancy Policy)

- A Ten Dollar (\$10.00) late fee will apply after 16 days of nonpayment of the rental fee.
- An additional Ten Dollars (\$10.00) will be added on the first day of each subsequent month during the delinquency period.
- After three (3) months of nonpayment, the Executive Board may exercise its right to collect any and all delinquent amounts.
- Failure to comply may result in loss of eligibility to lease (Non Owner Occupancy Policy: Guidelines number 8).

Bernadette L. Howard 1/16/26

President

Date

Lisa B. Frey 1/16/26

Secretary

Date