



BUILDERS ASSOCIATION OF NORTHERN NEVADA Delinquent Account Policy

Scope of the Delinquent Account Policy

This Delinquent Account Policy pertains to Accounts Receivable, Building Permit Assessments, and other amounts due the Builders Association of Northern Nevada (BANN), and is not applicable to membership dues or Council membership dues.

Purpose of the Delinquent Account Policy

This statement of Delinquent Account Policy is set forth by the Board of Directors of the Builders Association of Northern Nevada in order to:

1. Define and assign the responsibilities of all involved parties.
2. Provide a means and methodology for the collection process of past due accounts.
3. Emphasize that prompt collection of amounts due the Association is among the Board of Directors most important fiduciary responsibilities, and is in the best interests of all members of the Association.

Policy

Due Date, Late Fees and Interest:

Amounts due the Association are deemed payable upon receipt of an invoice. Payments not received within 30 days following the date of the invoice are considered delinquent, and the Member's account shall be subject to late fee(s) in the amount of 1 ½ % per month on the delinquent balance until paid in full.

Notice of Delinquent Account:

30 DAYS PAST DUE: Accounts that are 30 days past due shall be sent a courtesy Reminder statement.

60 DAYS PAST DUE: If amount due remains unpaid 60 days after the original due date, a phone call will be made by BANN to the business member representative who incurred the debt requesting a discussion of the status of the amount outstanding.

90 DAYS PAST DUE: If amount due remains unpaid 90 days after the original due date, a letter shall be sent by BANN to the business member representative who incurred the debt requesting that the Member pay in full or make payment arrangements acceptable to the Association.

120 DAYS PAST DUE: If amount due remains unpaid 120 days after the original due date, and if payment arrangements have not been made, or having been made, are not adhered to, a letter shall be sent by the Association notifying the Member that they risk being declared a Member "Not In Good Standing." Members "Not In Good Standing" shall be declared ineligible to receive the full benefits of membership.

180 DAYS PAST DUE: If amount due remains unpaid 180 days after the original due date, and if payment arrangements have not been made, or having been made, are not adhered to, the Board of Directors can, at its sole discretion, refer the amounts delinquent to a credit agency for collection and it shall suspend or terminate the membership of the Member.

The Association's Executive Committee reserves the right to evaluate each delinquency on a case-by-case basis and take action on each case based on the Executive Committee's good faith business judgment prior to taking the actions described above.

Miscellaneous Provisions:

The Association shall have the right to recover its actual costs of maintaining the delinquent balance, written notices to the Member, and all other actual costs associated with the Owner's delinquency.

If Members have a question or concern about their account, the Association will do its best to answer the question or resolve the concern. However, if Member disputes the account balance or offers a payment plan to pay delinquent amounts, such plan must be acknowledged in writing.

All notices will be mailed to the Member at the last mailing address provided to the Association by the Member.

BANN reserves the right to take any action, up to and including termination of a company's membership, for outstanding balances due from an affiliated person or company.

In the event a member has an outstanding delinquent balance, BANN reserves the right to require a personal guarantee before future obligations can be incurred.

This statement of delinquent account policy is formally adopted by a vote of the Builders Association of Northern Nevada Board of Directors on this ____ day of ____, 2008.

President

Secretary