

**OAKWOOD GLEN ASSOCIATION**

17902 Hawk Haven Drive

Spring, Texas 77379

Tel. No. 281.251.1017 / Fax No. 281.370.0739.

www.oakwoodglen.net

**ASSOCIATION'S COLLECTION POLICY**

- I. The name of the Subdivision(s) is/are Oakwood Glen, Sections One (1) and Two (2).
- II. The name of the Association is OAKWOOD GLEN ASSOCIATION.
- III. The recording data (i.e., Map or Plat reference) for each Section of the Subdivision, and the recording data for the Declaration (i.e., Deed Restrictions) for each Section of the Subdivision is as follows:

**Map(s) or Plat(s) Records of Harris County, Texas:**

Oakwood Glen, Section One (1): Volume 219, Page 34; and  
Oakwood Glen, Section Two (2): Volume 254, Page 16.

**Deed Restrictions (Deed Records of Harris County, Texas):**

Oakwood Glen, Section One (1): County Clerk's File No. E624197; and  
Oakwood Glen, Section Two (2): County Clerk's File No. F395956.

- IV. **COLLECTION POLICY:** The Association provides a number of services for the Oakwood Glen community. While the vast majority of property owners ("Owners") do timely pay, there is generally a small percentage of owners who do not. The obligation to pay annual assessments/maintenance charges ("assessments") is mandatory for all property owners. This Collection Policy was approved by at least a majority vote of the Board of Directors of OAKWOOD GLEN ASSOCIATION (the "Board"), at a duly called Meeting of the Board held on the 18th day of October, 2011, at which Meeting a quorum was present. The Association's current Collection Policies and Procedures are as follows:
1. The Association mails out invoices at least thirty (30) days before the due date.
  2. Payment in full is due annually in advance on January 1 of each year. However, there is no late fee, penalty or interest charged so long as the full payment is received by the Association on or before January 31 of each year.
  3. Should an Owner fail to pay the full amount of the assessment currently due on or before January 31 of any year, the Association will apply the following schedule:

- a) At any time after January 31, the Association may authorize the preparation and recording of an Affidavit or Notice of Lien (e.g., identifying the delinquent property by address and legal description, identifying the Owner(s), and evidencing the amount of the current delinquency).
- b) A delinquent statement including interest, a \$0.00 late fee and any other additional fees will be mailed in February.
- c) There is an administrative fee applied in each month a past due notice and/or re-invoice is mailed (see item "k" below).
- d) A delinquency letter offering a payment plan and a copy of the Association's payment plan policy will be mailed in March or April.
- e) During the course of a payment plan, the Association may charge interest at the rate it is entitled to under its Governing Documents and may also charge reasonable costs of administering the payment plan. The current fee assessed for administering a payment plan is \$2.50 for each month of the payment plan.
- f) If an Owner(s) default(s) on a payment plan, the payment plan is automatically terminated and the Association is not obligated to make another payment plan with that owner(s) relative to annual assessments and/or special assessments for the next two (2) years.
- g) All items that remain delinquent with no payment arrangements, or with defaulted payment arrangements, may be referred to the Association's Attorney for a legal demand letter(s) and further legal action as may be authorized by the Association.
- h) Pursuant to the Restrictions, and pursuant to applicable Texas Statutory Law, legal fees, expenses and costs incurred in the Association's effort to collect a delinquent assessment account (including, but not limited to, the preparation and recording of a Notice of Lien and/or subsequent Release of Lien), will be charged back to the assessment account and shall be secured by the Association's assessment lien, and reimbursement thereof shall be the responsibility of the Owner(s).
- i) All delinquent items, whether with the attorney's office or whether being handled by the manager, are subject to periodic review by the Association's Legal Committee.
- j) All items placed with the Association's attorney will remain with the attorney's office until paid in full.

Oakwood Glen Association / Collection Policy

- k) Additional fees which may be charged by the Association include the following: 1) Transfer Fee - \$250.00; 2) Sixty (60) Day Letter Fee - \$15.00; 3) Resale Certificate - \$150.00; 4) returned Check Fee - \$35.00 (in addition to any bank charges); 5) Past Due Notices and/or Re-Invoicing - \$1.00 each; and 6) account status inquiry charge - \$0.00 each.

**CERTIFICATION**

"I, the undersigned, being the President of OAKWOOD GLEN ASSOCIATION, hereby certify that the foregoing Collection Policy Resolution was adopted by at least a majority of the Association's Board of Directors, and such Collection Policy Resolution has never been modified or repealed, and is now in full force and effect."

OAKWOOD GLEN ASSOCIATION

By: 

Printed name: JOHN L. HILL

Position Held: President and Director

**ACKNOWLEDGMENT**

THE STATE OF TEXAS §

§

COUNTY OF HARRIS §

BEFORE ME, A NOTARY PUBLIC, on this day personally appeared JOHN L. HILL, President of OAKWOOD GLEN ASSOCIATION, a Texas Non-Profit Corporation, known to me to be the person whose name is subscribed to the foregoing instrument and, being by me first duly sworn and declared that he executed same in the capacity and for the consideration therein expressed, and as the act and deed of such Corporation.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the 29 day of December, 2011

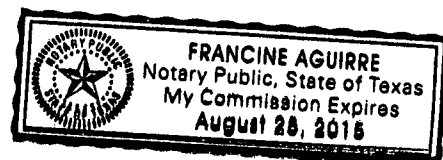
  
NOTARY PUBLIC IN AND FOR  
THE STATE OF TEXAS

Oakwood Glen Association / Collection Policy

return to:

Michael Gainer, attorney at law  
9801 Westheimer, Suite 302  
Houston TX 77042

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2011 DEC 29 PM 3:49

*Stan Stewart*  
COUNTY CLERK  
HARRIS COUNTY, TEXAS

ANY PROVISION HEREIN WHICH RESTRICTS THE SALE, RENTAL, OR USE OF THE DESCRIBED REAL  
PROPERTY BECAUSE OF COLOR OR RACE IS INVALID AND UNENFORCEABLE UNDER FEDERAL LAW.  
THE STATE OF TEXAS  
COUNTY OF HARRIS

I hereby certify that this instrument was FILED in File Number Sequence on the date and at the time  
stamped hereon by me, and was duly RECORDED, in the Official Public Records of Real Property of Harris  
County, Texas.

DEC 29 2011



*Stan Stewart*  
COUNTY CLERK  
HARRIS COUNTY, TEXAS