

OAKWOOD GLEN ASSOCIATION c/o  
STERLING ASSOCIATION SERVICES, INC  
6842 SAM HOUSTON PARKWAY WEST  
HOUSTON, TEXAS 77064  
[Gina@sterlingasi.com](mailto:Gina@sterlingasi.com)  
**PAYMENT PLAN REQUEST**

ASSOCIATION: OAKWOOD GLEN ASSOCIATION ACCOUNT # \_\_\_\_\_

OWNER NAME: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

OWNER MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE NUMBER DAY: \_\_\_\_\_ EVENING: \_\_\_\_\_

I, \_\_\_\_\_, am the owner of the above referenced property and understand my obligation to pay the amount shown below plus late fees and interest as outlined in the Covenants, Conditions, and Restrictions (Deed Restrictions) for my Community Association. Since I am not able to pay the full amount at this time, I submit this request for approval of a Payment Installment Plan. I understand that the down payment must be an amount equal to one-fourth (1/4) of the balance currently due and the payment installation plan must be completed within six (6) months if a single year of assessments is due and within eighteen (18) months if multiple years of assessments are due.

**If for any reason I do not strictly adhere to the schedule below, I understand and agree that: (1) the Association will turn my account over to the Association's attorney without further notice to me and I will be charged all attorney's fees and costs connected with the collection of the delinquency; (2) the foregoing statement complies with Section 209.008(a) of the Texas Property Code and the "date certain" addressed in the statute is the "Payment Due Date" established below; and (3) I will be responsible for the payment of all interest, penalties, and late fees against the amount due from the original due date of the amount due until paid in full.**

**\*\* I UNDERSTAND THAT THE FIRST PAYMENT MUST ACCOMPANY THIS REQUEST. \*\*  
INCOMPLETE PAYMENT PLAN FORMS WILL NOT BE ACCEPTED**

Balance \_\_\_\_\_ as of \_\_\_\_\_, which includes \$15 set up fee and the interest scheduled to accrue during the length of the payment plan.

Down payment (25%): \_\_\_\_\_ Down payment due by: \_\_\_\_\_

Monthly due date: \_\_\_\_\_ Monthly installment: \_\_\_\_\_ Number of months \_\_\_\_\_

First installment payment due on: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Association Approval: \_\_\_\_\_ Date: \_\_\_\_\_

This payment plan allowing for the payment of the Annual Assessment in installments is not considered an approved payment plan until it is signed by a representative of Oakwood Glen Association. Upon approval of the payment plan, you will receive a fully signed copy of this payment installment plan as evidence of the acceptance.

**NOTE: There is a \$15 fee for payment plan setup.** Interest will continue to accrue on the unpaid balance until PAID IN FULL. Non-payment of assessments coming due during the length of the payment plan which are not part of this payment plan will result in a default of this payment plan.