

**PARKGLEN WEST COMMUNITY IMPROVEMENT ASSOCIATION
AMENDED ASSESSMENT COLLECTION POLICY**

STATE OF TEXAS §
 §
COUNTY OF HARRIS §

WHEREAS, Parkglen West Community Improvement Association, Inc. (the "Association"), is the governing entity for Parkglen West Subdivisions as follows:

Parkglen West Section One (1), a subdivision in Harris County, Texas, according to the map or plat thereof recorded at Volume 165, Page 21, in the Map Records of Harris County, Texas;

Parkglen West Section Two (2), a subdivision in Harris County, Texas, according to the map or plat thereof recorded at Volume 171, Page 97, in the Map Records of Harris County, Texas;

Parkglen West Section Three (3), a subdivision in Harris County, Texas, according to the map or plat thereof recorded at Volume 176, Page 54, in the Map Records of Harris County, Texas;

Parkglen West Section Four (4), a subdivision in Harris County, Texas, according to the map or plat thereof recorded at Volume 180, Page 80, in the Map Records of Harris County, Texas;

along with any amendments, re-plats and supplements thereto, and any additional property annexed into the jurisdiction of the Association now and in the future (the "Subdivision"); and

WHEREAS, the Subdivision is Governed by the Declaration of Covenants, Conditions, and Restrictions as described in the Declaration of Restrictions for Section One (1) of Parkglen West Community Improvement Association, filed under County Clerk's File No. D032285, in the Real Property Records of Harris County, Texas; Declaration of Restrictions for Section Two (2) of Parkglen West Community Improvement Association, filed under County Clerk's File No. D224541, in the Real Property Records of Harris County, Texas; Declaration of Restrictions for Section Three (3) of Parkglen West Community Improvement Association, filed under County Clerk's File No. D297993, in the Real Property Records of Harris County, Texas; Amendment to the Declaration of Restrictions for Section Three (3) of Parkglen West Community Improvement Association, filed under County Clerk's File No. D386752 in the Real Property Records of Harris County, Texas; and Declaration of Restrictions for Section Four (4) of Parkglen West Community Improvement Association, filed under County Clerk's File No. D396058 in the Real Property Records of Harris County, Texas, along with any amendments and supplements thereto (the "Declaration"); and

WHEREAS, the Declaration obligates the Association, through its Board of Directors to establish, levy and collect annual and special assessments and related charges; and

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WHEREAS, the Association had previously adopted a collection policy in order to provide uniform procedures for the collection of assessments and the levying of penalties for non-payment of assessments, such policy having been filed of record under Clerk's File No. 2011051918, in the Real Property Records of Harris County, Texas; and

WHEREAS, this Dedicatory Instrument represents Restrictive Covenants as those terms are defined by Texas Property Code §202.001, et. seq, and the Association shall have and may exercise discretionary authority with respect to these Restrictive Covenants;

NOW THEREFORE, in accordance with the foregoing and as evidenced by the Certification hereto, the Association hereby adopts the following Amended Collection Policy:

COLLECTION POLICY

- 1) Assessments and other amounts due to the Association, which are not paid by the due date shall be subject to interest, late fees, and costs of collection, including attorney's fees and expenses.
- 2) Monthly assessments become delinquent if not paid on or before the 1st day of each month.
- 3) Each assessment that becomes delinquent may incur a late fee and shall be subject to interest at a rate not to exceed 10% per annum. The Owner will be charged a cost of up to \$25 for any check or payment that is returned as Non-Sufficient Funds (NSF).
- 4) If an Owner becomes delinquent in the payment of one or more assessments, the Association may send an initial notice requesting that the Owner to pay their delinquent assessment along with late fees, interest and costs of collection.
- 5) If the Owner does not pay the delinquent balance within the time frame required by the initial notice, a "reminder letter" will be sent, reminding the Owner to pay their delinquent assessment along with, interest and costs of collection, and a fee representing the cost of the reminder letter that has been billed to their account.
- 6) If the Owner does not pay the delinquent balance within the time frame required by the reminder letter, the Association will send a final 30 day letter, via certified mail/rrr, containing the applicable notices under Chapter 209 of the Texas Property Code, itemizing the delinquent amount owed, advising on the availability of a payment plan, and that failure to pay will result in the Owner being turned over to the Association attorney for collections, the costs of which will be charged to the Owner, a "209 letter". An additional fee representing the cost of the 209 letter will be charged to the owner's account.

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- 7) If the Owner does not pay the delinquent balance within the time frame required by the 209 letter the Owner's account will be referred to the Association attorney for collection.
- 8) If an Owner is turned over to the Association attorney for collection and fails to make full payment or enter into an approved Payment Plan, the Association will proceed with filing an action against the Owner seeking a judgment for all amounts due the Association and/or a judicial order for foreclosure of its assessment lien.
- 9) All notices and letters provided for in this Policy, as well as all notices and invoices for the payment of assessments will be provided to the Owner to the address appearing in the books and records of the Association, which shall be the address of the property in the Subdivision, unless the Owner has provided written notice to the Association of an alternative address to send such notices.

CERTIFICATION

"I, the undersigned, being the President of Parkglen West Community Improvement Association, Inc., hereby certify that the foregoing Amended Collection Policy was adopted by at least a majority of the Association Board of Directors at an open meeting of the Board of Directors, properly noticed to members, at which a quorum of the Board was present."

By Cynthia Young, President
Print Name: Cynthia Young

ACKNOWLEDGEMENT

STATE OF TEXAS §
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COUNTY OF GALVESTON §

BEFORE ME, the undersigned authority, on this day, personally appeared Cynthia Young, President of Parkglen West Community Improvement Association, Inc. the person whose name is subscribed to the foregoing instrument and acknowledged to me that they executed the same as the act of the Association for the purpose and consideration therein expressed and in the capacity therein stated.

Given under my hand and seal of office this 10th day of January, 2018.



[Signature]
Notary Public, State of Texas

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01/18/2018 10:35 AM

e-Filed & e-Recorded in the
Official Public Records of
HARRIS COUNTY

STAN STANART

COUNTY CLERK

Fees \$24.00

RECORDERS MEMORANDUM

This instrument was received and recorded electronically and any blackouts, additions or changes were present at the time the instrument was filed and recorded.

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.



Stan Stanart

COUNTY CLERK
HARRIS COUNTY, TEXAS

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