

Denton County
Juli Luke
County Clerk

Instrument Number: 63132

ERecordings-RP

MISCELLANEOUS

Recorded On: June 01, 2018 03:17 PM

Number of Pages: 9

" Examined and Charged as Follows: "

Total Recording: \$58.00

***** THIS PAGE IS PART OF THE INSTRUMENT *****

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.

File Information:

Document Number: 63132
Receipt Number: 20180601000626
Recorded Date/Time: June 01, 2018 03:17 PM
User: Vanessa H
Station: Station 25

Record and Return To:

eRx



STATE OF TEXAS
COUNTY OF DENTON

I hereby certify that this Instrument was FILED In the File Number sequence on the date/time printed hereon, and was duly RECORDED in the Official Records of Denton County, Texas.

Juli Luke
County Clerk
Denton County, TX

**PROPERTY OWNERS ASSOCIATION AMENDED MANAGEMENT CERTIFICATE 4th
AMENDED FOR CASTLEWOOD HOMEOWNERS ASSOCIATION, INC.**

This Management Certificate is recorded pursuant to Section 209.004 of the Texas Property Code.
This amends all prior Management Certificates filed for this association

Per Texas Property Code 209.004) (effective September 1, 2013) "The County Clerk of each county in which a Management Certificate is filed as required by this section shall record the Management Certificate in the real property records of the county and index the document as a "Property Owners' Association Management Certificate"

State of Texas §

County of Denton §

1. Name of Subdivision: Castlewood HOA
2. Subdivision Location: Denton County
3. Name of Homeowners Association: Castlewood Homeowners Association, Inc.
4. Recording Data for Association: The recording data for the subdivision is: (i) Castlewood Section One, an Addition to the City of Highland Village, Denton County, Texas, according to the Plat thereof recorded as Document No. 97-R00E8751 In Cabinet N, Page 113, of the Map Records of Denton County, Texas; (ii) Castlewood Section Two – I, an Addition to the City of Highland Village, Denton County, Texas, according to the Plat thereof recorded as Document No 98-R0018832 in Cabinet O, Page 247 of the Map Records of Denton County, Texas; (iii) Chapel Creek Estates, an Addition to the City of Copper Canyon, Denton County, Texas, according to the Plat thereof recorded as Document No 98-R0086081 in Cabinet P, Page 132 of the Map Records of Denton County, Texas; (iv) Castle wood Section Three – I – A, an Addition to the City of Highland Village, Denton County, Texas, according to the Plat thereof recorded as Document No. 99-R0021471 in Cabinet Q, Page 42 of the Map Records of Denton County, Texas; (v) Castlewood Section Three – II – A, an Addition to the City of Highland Village, Denton County, Texas, according to the Plat thereof recorded as Document No 99-R0050420 in Cabinet Q, Page 144 of the Map Records of Denton County, Texas; (vi) Castlewood Section Three – I – B, an Addition to the City of Highland Village, Denton County, Texas, according to the Plat thereof recorded as Document No 99-R0050421 in Cabinet Q, Page 146 of the Map Records of Denton County, Texas; (vii) Castlewood Section Three – II – B, an Addition to the City of Highland Village, Denton County, Texas, according to the Plat thereof recorded as Document NO. 2000-R0121466 in Cabinet S, Page 396 of the Map Records of Denton County, Texas; (viii) Castlewood Section Three – I – C, an Addition to the City of Highland Village, Denton County, Texas, according to the Plat thereof recorded as Document No 2000-R0121465 in Cabinet S, Page 394 of the Map Records of Denton County, Texas; (ix) Castlewood Section Three – I – D, an Addition to the City of Highland Village, Denton County, Texas, according to the Plat thereof recorded as Document No 2000-R0121450 in Cabinet S, Page 392 of the Map Records of Denton County, Texas; (x) Castlewood Section IV (I), an Addition to the City of Highland Village, Denton County, Texas, according to the Plat thereof recorded as Document No. 00-R0069964 in Cabinet S, Page 116 of the Map Records of Denton, County, Texas; and (xi) Castlewood Section IV (II), an Addition to the City of Highland Village, Denton County, Texas, according to the Plat thereof recorded as Document No. 2003-R0069396 in Cabinet V, Page 18 of the Map Records of Denton County, Texas.

5. Recording Data for Declaration: The Declaration is recorded under clerk's file number 97-R0044273 in the Land Records of Denton County, Texas; the Declaration has been amended and/or supplemented by instruments recorded in (i) clerk's file number 97-R0044274; (ii) clerk's file number 97-R0066634; (iii) clerk's file number 98-R0118851; (iv) clerk's file number 99-R0033177; (v) clerk's file number 99-R0124933; (vi) clerk's file number 99-R0124935; (vii) clerks' file number 00-R0097901; (viii) clerk's file number 2001-R0000459; (ix) clerk's file number 2001-R0022599; (x) clerk's file number 2001-R0022600; (xi) clerk's file number 2003-R0074783; and (xii) clerk's file number 2004-97061 in the Land Records Denton County, Texas and as may be further amended and/or supplemented.

The following items are filed under Document Number 160484 in the Denton County Records:

- Articles of Incorporation are filed and attached with this Certificate.
- First Amendment to By-Laws of Castlewood Homeowners Association, Inc. are filed and attached to this Certificate.

Billing Policy and Payment Plan Guidelines dated 1/13/2017 are filed under Document Number 7817 in Denton County.

Violation Enforcement Resolution, Violation Schedule, Violation Procedure, Forced Maintenance Procedure for the Castlewood Homeowners' Association, Inc. dated 9/7/2017 are filed under Instrument Number 112886.

Design Guidelines and Review Procedures for Residential Modifications is filed under Instrument Number 118602.

Billing Policy and Payment Plan Guidelines is filed with and attached to this Certificate.

6. Other information the Association considered appropriate for the governing, administration or operation of the subdivision and homeowner's association:
7. Mailing Address and Contact Information for the Association and the Managing Agent:
Spectrum Association Management
5212 Tennyson Pkwy, Ste 130
Plano, TX 75024
contact@spectrumam.com
972-992-3444 Fax: 972-992-3440

Prospective purchasers are advised to independently examine the Declaration, Bylaws, and all other governing documents of Association, together with obtaining an official Resale Certificate and performing a comprehensive physical inspection of the lot/home and common areas, prior to purchase.

THE PURPOSE OF THIS CERTIFICATE IS TO PROVIDE INFORMATION SUFFICIENT FOR A TITLE COMPANY TO CORRECTLY IDENTIFY THE SUBDIVISION AND TO CONTACT ITS GOVERNING ASSOCIATION. THIS CERTIFICATE DOES NOT PURPORT TO IDENTIFY EVERY PUBLICLY RECORDED DOCUMENT AFFECTING THE SUBDIVISION, OR TO REPORT EVERY PIECE OF INFORMATION PERTINENT TO THE SUBDIVISION. NO PERSON SHOULD RELY ON THIS CERTIFICATE FOR ANYTHING OTHER THAN INSTRUCTIONS FOR CONTACTING THE ASSOCIATION IN CONNECTION WITH THE TRANSFER OF TITLE TO A HOME IN THE SUBDIVISION. THE REGISTERED AGENT FOR THE ASSOCIATION IS ON FILE WITH THE TEXAS SECRETARY OF STATE.

Signed this 1 day of June, 2018

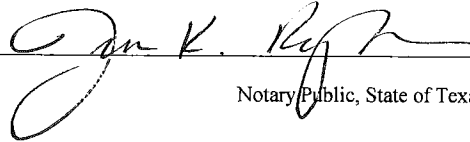
Castlewood Homeowners' Association, Inc.

By: Shelby Schilleci
Shelby Schilleci (of Spectrum Association Management) Managing Agent

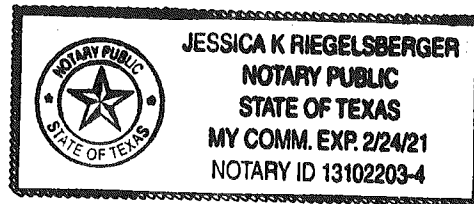
State of Texas §

County of Bexar §

This Instrument was acknowledged and signed before me on 1, June, 2018 by
Shelby Schilleci, representative of Spectrum Association Management, LP, the Managing Agent for
Castlewood Homeowners' Association, Inc. on behalf of said association.


Notary Public, State of Texas

After Recording Return To:
Spectrum Association Management
Attn: Transitions
17319 San Pedro, #318
San Antonio, TX 78232



CASTLEWOOD HOMEOWNERS' ASSOCIATION, INC.
BILLING POLICY AND PAYMENT PLAN GUIDELINES

STATE OF TEXAS §
 §
COUNTY OF DENTON §


WHEREAS, the Declaration of Protective Covenants ("Declaration") of Castlewood Homeowners' Association, Inc. ("Association"), a Texas non-profit corporation, grants the authority to the Board of Directors ("the Board") to establish a budget, set the amount of the assessments, and adopt a procedure to bill and collect assessments and other charges of the Association; and

WHEREAS, pursuant to Chapter 209 of the Texas Property Code, the Board of the Association hereby adopts these Guidelines for the purposes of establishing a procedure to bill for assessments and other charges of the Association and identify the guidelines under which an owner may request an alternative payment schedule for certain assessments and charges; and

WHEREAS, the Board has determined that it is in the best interest of the Association to establish these Guidelines;

NOW, THEREFORE, BE IT RESOLVED THAT the Association does hereby adopt the attached Billing Policy and Payment Plan Guidelines. This Policy replaces any previously recorded or implemented policy that addresses the subjects contained therein.

I hereby certify that, as President ^{Certification} of the Castlewood Homeowners' Association, Inc., the attached Billing Policy and Payment Plan Guidelines were approved on the 16th day of May, 2018 at a meeting of the Board of Directors at which a quorum was present.

Signature: 
Printed Name: Tony L. Leve
Title: President
Date: 5/16/18

TEXAS NOTARY ACKNOWLEDGMENT

State of Texas

County of Denton

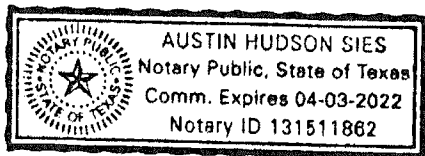
Before me, Anthony Leone (insert the name and character of the officer), on this day personally appeared in person, known to me (or proved to me on the oath of N/A or through personal knowledge (description of identity card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this 16 day of May, 2018.

Austin Hudson Sies

Notary Public Signature

(Seal)



**CASTLEWOOD HOMEOWNERS' ASSOCIATION, INC.
BILLING POLICY AND PAYMENT PLAN GUIDELINES**

I. BILLING POLICY

1. ASSESSMENT PERIOD

The Board of Directors ("Board") has the duty of establishing and adopting an annual budget, in advance, for each fiscal year of the Association covering the estimated costs of operation of the Association during each calendar year.

2. NOTICE

The Board shall fix the amount of the assessment against each lot for the following year pursuant to the Declaration and the annual budget each fiscal year. A written notice, or electronic notice allowable pursuant to Chapter 209 of the Texas Property Code, of the assessment may be sent to every owner subject to the assessment. Failure to receive notice will not negate an owner's responsibility or provide an entitlement to reduction or removal of assessments, interest, fines, or costs of collecting past due balances, if such notice was sent via regular mail to the most recent address of the owner according to Association records or sent by electronic means to the device or email address in the Association records when an owner has opted to receive notices by electronic means in accordance with Chapter 209 of the Texas Property Code.

Each owner shall have the obligation to notify the Association in writing of any change in address or change of electronic delivery which shall become effective five days after written notice has been received by the Association. Notices will be deemed delivered to the owner upon depositing the notice with the U.S. Postal Service, or by delivery through a delivery service to the owner or owner's address, or by sending the notice by electronic means as designated by the owner in the Association's records.

3. DUE DATE

All assessments are due and payable the first calendar day of the billing period, or in such a manner determined by the Board in its sole and absolute discretion. If any amount due the Association is not paid on the date when due, then such amounts shall be considered past due. When the account becomes past due, it remains as such until such time as it is paid in full, including assessments, fines, interest, late fees, and costs associated with collecting past due amounts.

4. INTEREST

If the assessment is not paid by the due date, the assessment may bear interest from the due date at the rate set forth in the Declaration until the assessment is paid in full.

5. LATE FEES

If the assessment is not paid by the due date, the Association may levy a late charge pursuant to the amount, if any, provided for in the Declaration until paid in full.

6. COSTS FOR COLLECTING PAST DUE AMOUNTS

Per the Declaration, the owner is responsible for paying the Association any costs of collecting past due amounts. Costs the Association may incur or be responsible for and then add to the owner's account may include, but are not limited to: administrative oversight, hand delivery notification, certified mail, title searches, amounts related to staff servicing past due accounts, ownership mailing address verification, document preparation, amounts related to making staff available for communication with past due owners, file review costs, filing fees, and other costs.

In addition, pursuant to Texas Property Code, the Association may incur or be responsible for third party costs that an owner is then responsible for paying which may include, but are not limited to: attorney's fees and costs, court costs, filing fees, and other costs.

7. PAST DUE NOTIFICATION

In the event an amount remains unpaid after the due date, past due notices may be sent from the Association to the owner(s) each month the amount remains past due. The Association may send written notice on or about every thirty (30) days until such time the account is paid in full.

The Association may choose to cause work to be done in an effort to properly bill the owners and to fulfill the Board's duty to bill and collect all assessments. The Association may state in past due correspondence to the owner the nature of any additional work to be done on the owner's account and the corresponding cost to the Association that will be billed by the Association to the owner's account if the owner fails to pay in full by the due date.

Past due notices will contain a statement that the entire remaining unpaid balance is due and that the owner is entitled to a payment plan. In the event the owner chooses to enter a payment plan, in addition to interest, a monthly charge may be added to the owner's balance for administrative costs related to the payment plan and such additional administrative costs may continue until the entire balance is paid in full.

8. FINAL NOTICE PRIOR TO REFERRAL TO A THIRD PARTY

In the event an amount due remains unpaid for a period of more than one hundred and twenty (120) days beyond the due date set forth on the initial notice of amounts due to the Association, or in the event an owner does not fulfill the terms of a payment plan agreement, the Board may vote in a meeting to send a Final Notice to the owner.

The Final Notice will be sent via certified mail pursuant to Section 209.0064 of the Texas Property Code and will set forth the following information: amounts due, including all past due assessments, interest, late fees, costs and any other amounts outstanding; a period of at least thirty (30) days for the owner to pay the amounts due; the availability of a payment plan if the owner is entitled to a payment plan as described in Section II of this document; notice of the owner's past due amounts being referred from the Association's handling to a third party collection agent or attorney if the amount remains unpaid after the referenced thirty (30) day period; and notice that any attorney's fees and costs will be charged to the owner's account.

9. REFERRAL OF ACCOUNT TO A THIRD PARTY - ESCALATED BILLING STATUS

Past due accounts referred to the Association's attorney for legal action may, per the Declaration of the Association, be charged interest, late fees, costs to the Association related to the administrative monitoring of an owner's account, and costs of the third party attorney's office. The costs for maintaining and monitoring accounts in an escalated billing status may include, but are not limited to: correspondence to and from the attorney, regular updates from the attorney to the Board, coordination with the Board related to the owner's file, processing invoices and partial payments, notary services, periodic review of the file, providing updated monthly statements to the attorney's office; producing documents, and when requested, information requests such as, confirmation of occupancy of property, identification of vehicles, etc.

Upon referral of an owner's account to a third party attorney's office, the attorney is authorized to take whatever action is necessary, in consultation with the Board, including but not limited to: sending demand letters, filing a lawsuit against the past due owner for a money judgment, instituting a foreclosure or expedited foreclosure action; and, filing necessary claims, objections and motions in the bankruptcy court and monitoring the bankruptcy case in order to protect the Association's interests.

10. PAYMENTS RETURNED FOR NON-SUFFICIENT FUNDS

An owner may be charged for costs related to a check that is returned for non-sufficient funds.

11. COMMON AREA

If a hearing is not requested within 30 days from the date the past due notice is mailed to the owner, the owner's use of recreational facilities and common properties may be suspended.

II. PAYMENT PLAN GUIDELINES

The Association hereby establishes an alternative payment schedule by which an owner may make partial payments to the Association for past due regular or special assessments or any other amounts owed to the Association without accruing monetary penalties. Monetary penalties do not include interest or reasonable

costs associated with administering the payment plan. Any late fees imposed prior to a request for a payment plan may be made part of such payment plan at the discretion of the Board. The payment plan schedule and policy is as follows:

1. A payment plan term shall be determined at the discretion of the Board, but shall have a minimum term of not less than 3 months;
2. The Association may use its discretion to determine the maximum term of a payment plan;
3. The Association may set up, without the need for a case by case vote by the Board, a payment plan allowing up to 12 consecutive monthly installments;
4. An owner may submit a request for a payment plan that does not meet the foregoing guidelines and may provide any information they wish the Board to consider. The Board may approve or disapprove such payment plan, in its sole discretion, as long as the minimum term of the payment plan offered by the Association is not less than 3 months;
5. All payments shall be due by the date specified in the payment plan;
6. Failure by an owner to make a payment by the due date specified in the payment plan shall be considered a default of the payment plan;
7. The Association is not required to enter into a payment plan with an owner who failed to honor the terms of a previous payment plan during the two (2) years following the owner's default under a previous payment plan;
8. If an owner requests a payment plan that will extend into the next assessment cycle, the owner may be required to pay future assessments by the due date of those assessments in addition to the payments specified in the payment plan;
9. Pursuant to Section 209.0064(b)(3) of the Texas Property Code the Association is not required to offer a payment plan to an owner after the thirty (30) day period to pay the past due balance in the final notice has expired;
10. The Association is not required to allow an owner to enter into a payment plan more than once in any twelve (12) month period;
11. The Association is not required to allow a payment plan for any amount that extends more than 18 months from the date of the owner's request for a payment plan.

III. General Provisions

1. Independent Judgment
Notwithstanding the contents of this detailed policy, the officers, directors, and manager of the Association may exercise their independent, collective, and respective judgment in applying this policy.
2. Other Rights
This policy is in addition to and is not intended to detract from or limit the rights of the Association to bill assessments under the Association's Declaration and the laws of the State of Texas.
3. Application of Payments
A payment received by the Association shall be applied in accordance with Section 209.0063 of the Texas Property Code. The acceptance of a partial payment on an owner's account does not constitute a waiver of the Association's right to collect the full outstanding balance due on an owner's account.
4. Replacement and Amendment of Policy
This policy replaces any previously recorded or implemented policy that addresses the subjects contained herein. The Board of Directors may amend this policy from time to time.