

INSTRUMENT TO RECORD DEDICATORY INSTRUMENTS

5
notice

This Instrument is being recorded by **Candlelight Hills Civic Association, Inc.**, a Texas nonprofit corporation (the "Association") pursuant to Section 202.006 of the Texas Property Code.

Section 202.006 of the Texas Property Code requires a property owners' association to record each dedicatory instrument in the real property records of the County in which the property to which the dedicatory instrument relates is located, if such instrument has not previously been recorded; and

Restrictive covenants and other matters concerning the Subdivision are set forth in Declaration previously recorded as follows:

- Section 1 County Clerk's File No. D725901
- Section 2: County Clerk File Nos. E897198 and E970395
- Section 3: County Clerk File Nos. E897198 and E970395
- Section 4: County Clerk File No. F907136
- Section 5: County Clerk File No. F914695 and G999728
- Section 6: County Clerk File No. F907135

The Association is currently subject to the following dedicatory instruments which have not previously been recorded, to-wit:

- Amended Payment Plan Policy
- Maintenance Assessment Delinquency Program

Pursuant to Section 202.006 of the Texas Property Code, the Association does hereby record such dedicatory instruments, copies of which are attached hereto in the order set forth hereinabove.


Executed on the 20 day of SEPTEMBER, 2012.

FILED FOR RECORD
8:00 AM

SEP 26 2012

Stan Stewart
County Clerk, Harris County, Texas

Candlelight Hills Civic Association, Inc., a Texas non-profit corporation

By: 
Name: BERT B. WILLIAMS
Title: MANAGING AGENT

in
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RP 084-10-0126

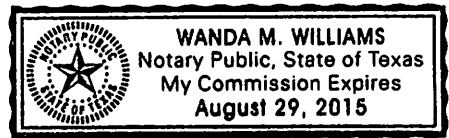
THE STATE OF TEXAS :

COUNTY OF Harris :

This instrument was acknowledged before me on September 27, 2012, by

BERT B. WILLIAMS as MANAGING AGENT of Candlelight Hills Civic Association, Inc., a Texas nonprofit corporation, on behalf of said entity.

Wanda M. Williams
Notary Public, State of Texas



WHEN RECORDED RETURN TO:

ACMI
12603 Louetta Rd., Ste. 101
Cypress, TX 77429-5136

✓
✓

HP 084-10-0127

**RESOLUTION ADOPTING
APPROVED ASSOCIATION PAYMENT PLAN POLICY-
DELINQUENT ACCOUNTS ONLY -
AMENDMENT # 1**


This Payment Plan Policy was approved by the Board of Directors for Candlelight Hills Civic Association, Inc. on the 9th day of SEPTEMBER, 2012.

The payment plan program is defined as follows:

- Homeowner may elect to pay their outstanding balance plus interest and administration fees in up to three equal monthly payments.
- Longer payment terms require special Board approval.
- The homeowner's account will be charged a Payment Plan Administration Fee and three payment processing fees plus applicable interest at the time the Payment Plan Agreement is prepared.
- The management company will invoice the association for the administration fee and a payment processing fee for each payment due.
- Interest will be charged at the applicable rate for the period the payment plan is in place and will be added to the account at the time the Payment Plan Agreement is prepared. If payments are not made according to the plan interest will continue to be added until payment in full is received.
- A Payment Plan Agreement will be mailed to the homeowner by the management company. A signed copy of the agreement along with the first payment must be returned within 10 days of receipt of the Agreement. If the Agreement is not received within 10 days, the account will be returned to the "Collection Program" and will be processed in a manner consistent with other delinquent accounts.
- Payment coupons indicating the amount due in each payment, the due date and other relevant information will be included with the Payment Plan Agreement.
- If homeowner does not make a payment by the scheduled due date the account will be returned to the "Collection Program" and will be processed in a manner consistent with other delinquent accounts.

CERTIFICATION

"I, the undersigned, being the President of Candlelight Hills Civic Association, Inc., hereby certify that the foregoing Resolution was adopted by at least a majority of the Candlelight Hills Civic Association, Inc. Board of Directors."

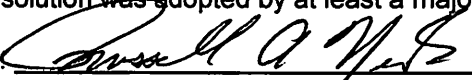
By:  President

Print Name: RUSSELL A NOVAK Date: 9/11/12

REF 084-10-0128

CERTIFICATION

"I, the undersigned, being the President of Candlelight Hills Civic Association, Inc., hereby certify that the foregoing Resolution was adopted by at least a majority of the Candlelight Hills Civic Association, Inc. Board of Directors."

By: , President

Print Name: RUSSELL A. NAVAL Date: 9/11/12

RP 084-10-0129

RESOLUTION ADOPTING MAINTENANCE ASSESSMENT DELINQUENCY PROGRAM

The Maintenance Assessment Delinquency program was approved by the board of Directors of Candlelight Hills Civic Association, Inc. the 11th day of SEPTEMBER, 2012.

- The Maintenance Assessment Delinquency Program is initiated following approval of an operating budget for the upcoming year by the Association Board of directors. The approved budget will determine the annual or monthly assessment required from each property. This process follows the process defined in the association Declaration of Covenants, Conditions and Restrictions (restrictions).
- The following procedures have been approved by the Board, and will be implemented by the management company under the direction of the Board. The intent of the program is to encourage owners to pay the assessment on time without having to proceed to legal collection. Therefore, several steps with associated notices are included in the program. One or more of these steps will be used in the collection process and implementation may vary depending on the balance due and circumstances for each account.
- **Payment Plan:** A payment plan is available for members who may not be able to make payment prior to the delinquency date. Details are provided in the association payment plan resolution and may be implemented through discussions with the management company.
- **Payment Options:** The management company offers several different options for payment of the assessment (check, bank issued check, credit card, etc.).
- **Annual Maintenance Assessment Statement:** The annual assessment invoice will be mailed to each property owner once the budget is approved. This invoice will include the current year assessment plus any balance that remains unpaid on the account. The invoice will provide owners with the opportunity to pay the assessment through multiple payments without a processing fee or other charge so long as the payments are made prior to the original assessment due date. A formal payment plan agreement is not required for the owner to implement this option.
- **Past Due Reminder:** The past due reminder is mailed to each property owner that has not paid their account balance in full prior to the due date established in the restrictions.
- **Delinquency Notice:** The delinquency notice will be mailed to each property owner that has not paid their account balance in full by the delinquency date established in the restrictions. This invoice will include the amount due shown in the original invoice plus interest and an administrative "late" fee charged by the association plus the administrative "collection" fee charged by the management company.
- **Lien Assessment Notice:** The lien assessment invoice notifies the owner a lien will be assessed if payment is not made by the due date or a payment plan is not established. The notice will be sent via certified and regular mail. This invoice will include the amount due shown in the last prior invoice plus interest and an administrative "late" fee charged by the association plus the administrative "collection" fee charged by the management company. A certified letter fee that includes the cost of postage and preparation for mailing will be added for the certified notice.
- **Lien Assessment:** A lien will be established if the account balance is not paid in full by the due date from the last prior notice or a payment plan entered into. The property owner will be notified that a lien is being established. The related invoice will include the amount due shown in the last prior invoice plus interest and an administrative "late" fee charged by the association plus the administrative "collection" fee charged by the management company and the cost for establishing and recording the lien and releasing and recording the lien release.
- **Final Notice before Legal Action:** The final notice before legal action invoice will be mailed to owners via certified and regular mail. It provides notification that the account balance must be paid in full with 30 days or the account will be sent to an attorney. The notice will be sent via certified and regular mail. This invoice will include the amount due shown in the last prior invoice plus interest and an administrative "late" fee charged by the association plus the administrative "collection" fee charged by the management company. A certified letter fee that includes the cost of postage and preparation for mailing will be added for the certified notice.
- **Transfer to Attorney:** An account will be transferred to the Association attorney with board approval, after a waiting period of 30 days for payment or implementation of a payment plan by the owner. All costs related to legal action will be for the account of the property owner.
- **Interest:** Interest will be added to the account balance each month utilizing the interest rate established in the restrictions.
- **Lien Release:** The lien will be released by association when payment in full is received from the property owner. A copy of the recorded lien form will be mailed to the property owner following receipt from the County Clerk.
- **Account balance:** can include the current assessment, prior year assessments, interest, collection fees, fines, legal fees or other similar charges made to the account.

THE UNIVERSITY OF CHICAGO

THE UNIVERSITY OF CHICAGO
DIVISION OF THE PHYSICAL SCIENCES
DEPARTMENT OF CHEMISTRY

REPORT OF THE RESEARCH GROUP ON
THE CHEMISTRY OF THE SOLID STATE
FOR THE YEAR 1954

EDITED BY
R. W. WOODWARD, JR.
AND
R. M. WATSON

CHICAGO, ILLINOIS
1955

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HP 084-10-0131

ANY PROVISION HEREIN WHICH RESTRICTS THE SALE, RENTAL, OR USE OF THE DESCRIBED REAL PROPERTY BECAUSE OF COLOR OR RACE IS VOID 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

SEP 26 2012



Stan Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS