

CONCORD BRIDGE HOMEOWNERS ASSOCIATION, INC.
COLLECTION POLICY FOR DELINQUENT ACCOUNTS

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

WHEREAS, CONCORD BRIDGE HOMEOWNERS ASSOCIATION, INC. ("Association") is charged with administering and enforcing those certain covenants, conditions and restrictions contained in the recorded Declarations for the various sections of the community (referred to collectively as "Declarations"); and

WHEREAS the Declarations require the Association to collect any and all annual or special assessments established pursuant to the terms and provisions of the Declarations; and

WHEREAS, from time to time Owners become delinquent in their payments of assessments and fail to respond to the demands from the Board or its managing agents to bring their accounts current; and

WHEREAS, the Board deems it to be in the best interests of the Association to adopt a policy for dealing with delinquent accounts in a timely manner, and further believes it to be in the best interests of the Association to refer these accounts to an attorney for collection so as to minimize the Association's loss of assessment revenue: and

WHEREAS, the Board has retained the firm Bartley & Spears, P.C. for their experience in representing homeowners associations in collections and other matters (the "Association's Attorneys"); and

WHEREAS, the Board has directed the Association's Attorneys to represent the Association on the terms outlined in this Resolution;

NOW, THEREFORE,

BE IT RESOLVED that the Association hereby adopts the following guidelines, policies and procedures with regard to the collection of assessments:

1. On or before December 1st of each calendar year, the Association and/or its agents shall send to each owner a statement informing the owner of (i) the amount of the coming year's assessment, (ii) the date on which same is due and (iii) the date on which same shall become delinquent. Said statement and all other notices to owners described herein shall be sent to the last known address for the owner of each lot, pursuant to the Association's records.
2. On or before the 10th day of February of each calendar year, the Association and/or its agents shall send to each owner whose account is delinquent a letter notifying the owner of the delinquency and advising that they may enter into a payment plan for same. After the expiration of 40 days from the date of said letter, the Association's agent shall deliver the Board a list of those owners who have failed to pay the total annual assessment for the calendar year. The Association's agents may continue to send monthly notices to the owners reminding them of the delinquency.

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3. If the Association does not receive full payment of an assessment, post-marked by January 31st of that year, the Association will levy a \$50.00 late fee per month until the assessment is paid in full.
4. For those owners who still have a delinquency after the actions described in Paragraphs 1 and 2 herein, the Association and/or its agents shall send to each owner who has failed to timely pay all of that year's maintenance assessment a letter complying with the requirements of Chapter 209 of the Texas Property Code. Said letter shall (i) include an account history specifying each delinquent amount and the total amount of the payment required to make the account current, (ii) describe the options the owner has to avoid having the account turned over to a collection agent, including information regarding availability of a payment plan through the association, and (iii) provide a period of no less than 30 days for the owner to cure the delinquency before further collection action is taken. After the expiration of 35 days from the date of said letter, the Association's agent shall deliver to the Board a list of those owners who still have delinquent accounts.
5. On or before the 10th day of April of each calendar year, the Association and/or its agents shall send to each owner who has failed to timely pay all of that year's maintenance assessment a notice of assessment lien. Said notice will inform each owner that a notice of lien will be filed in the real property records.
6. After the expiration of 60 days from the date of the notice of assessment lien, the Association and/or its agents will record notice of lien in the real property records for each delinquent account. Thereafter, the Association and its agents shall send to each owner a copy of the recorded notice of lien including a request for payment and a reminder of the option to enter into a payment plan.
7. Upon approval by the Board, the Association and/or its agents shall send to the Association's Attorneys a list of all owners who have failed to pay the entire annual assessment despite the actions described herein above. The Association's Attorneys shall send to said owners an initial demand letter which demands payment of the balance within 30 days. Said letter shall also remind the owner that a payment plan is available to them. After the expiration of 35 days from the date of said letter, the Association's Attorneys shall notify the Board, by way of the Attorneys' status report, of which owners have paid, entered into a payment plan or failed to make payment in response to the letter.
8. Upon approval by the Board, for those owners who failed to make payment of the delinquent balance or enter into a payment plan in response to the Association Attorneys' initial demand letter, the Association's Attorneys shall order a complete title report and send the statutorily required notices to lienholders. At the same time, the Association's Attorneys shall also send a final demand letter to the owners. Said demand letter shall notify each owner that failure to pay may result in the filing of a lawsuit against them for foreclosure of their property. Said letter shall also notify each owner that they may request a hearing with the Board by submitting a request for same to the Association's Attorneys. After the expiration of 65 days from the date of said letters, the Associations attorneys shall notify the Board, by way of the Attorneys' status report, of which owners have paid, entered into a payment plan or failed to make payment in response to the letter.

9. After collection steps 1 through 7 have been taken, for those owners who have failed to pay the delinquent balances on their accounts or enter into a payment plan, the Board shall meet and determine whether lawsuits shall be filed against said owners. Upon the approval of the Board, the Association's Attorneys shall file lawsuits for judicial foreclosure in the district courts of Harris County for those owners who have failed pay the delinquent balances on their accounts. The Association's Attorneys will provide monthly updates to the Board, through its managing agent, of the status of said litigation.

Payment Plans Prior to Lawsuit

10. Pursuant to the Texas Property Code, the Association shall offer to owners who have not defaulted on a payment plan in the previous 2 years the opportunity to enter into a payment plan for delinquent balances. Payment plans shall be available at any time in the collection process as set forth in the Concord Bridge Homeowners Association, Inc. Payment Plan Policy Resolution recorded at document number 20140048808 in the Public Records of Harris County, Texas.

Bankruptcy

11. Upon receipt of a notice of bankruptcy, the Association and its agents shall cease collection attempts except as authorized by the bankruptcy court and state and federal law.
12. If an owner filing bankruptcy owes an amount less than one year's maintenance assessment, the Association's Attorneys shall file a notice of appearance but shall pursue no further action until authorized by the Board.
13. For owners filing bankruptcy who have a delinquency greater in amount than one year's assessment, the Association's Attorneys shall file a notice of appearance and proof of claim to preserve the Association's claim, but shall take no further action in the bankruptcy without the prior approval of the Board.

Approved and adopted by the Board this 22 day of August, 2023.

Board Members:

Virginia Hancock
Printed Name: Virginia Hancock

Gail Close
Printed Name: Gail Close

Virginia Sharr
Printed Name: Virginia Sharrer

SECRETARY'S CERTIFICATE OF FILING

I, Virginia Sharrer, certify that:

I am the duly qualified and acting secretary of CONCORD BRIDGE HOMEOWNERS ASSOCIATION, INC., a duly organized and existing Texas non-profit corporation.

The attached instrument is a true copy of unrecorded Dedicatory Instruments, as the term is defined by Section 202.0001 of the Texas Property Code, pertaining to CONCORD BRIDGE HOMEOWNERS ASSOCIATION, INC.

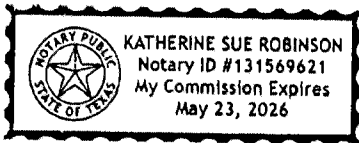
The attached instrument is being presented for recording in the Official Public Records of Real Property of Harris, Texas, pursuant to Section 202.0006 of the Texas Property Code.

Dated: 8-22-2023

Virginia Sharrer
Printed Name: Virginia Sharrer
Secretary, Concord Bridge Homeowners Association, Inc.

THE STATE OF TEXAS §
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COUNTY OF HARRIS §

This instrument was acknowledged before me on the 22 day of August, 2023, by Virginia Sharrer, Secretary of CONCORD BRIDGE HOMEOWNERS ASSOCIATION, INC., a Texas non-profit corporation, on behalf of said corporation.



Katherine Robinson
Notary Public in and for the State of Texas

AFTER RECORDING, RETURN TO:
Bartley & Spears, PC
2002 W. Grand Pkwy, N. Ste 150
Katy Texas 77449

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Pages 5
08/29/2023 02:30 PM
e-Filed & e-Recorded in the
Official Public Records of
HARRIS COUNTY
TENESHIA HUDSPETH
COUNTY CLERK
Fees \$30.00

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.



Teneshia Hudspeth
COUNTY CLERK
HARRIS COUNTY, TEXAS

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