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**CRANBROOK PROPERTY OWNERS ASSOCIATION**  
C/O Consolidated Management Services  
2204 Timberloch Place, Suite 245  
The Woodlands, Texas 77380  
Tel. No. 281.296.9775 / Fax 281.297.9788  
Email: [commgsvcc@swbell.net](mailto:commgsvcc@swbell.net)

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**ASSOCIATION'S COLLECTION POLICY**

- I. The name of the Subdivision is Cranbrook.
- II. The name of the Association is CRANBROOK PROPERTY OWNERS ASSOCIATION.
- III. The recording data (i.e., Map or Plat reference) for each Section of the Subdivision, and the recording data for the Declaration (i.e., Deed Restrictions) for each Section of the Subdivision is as follows:

**Map(s) or Plat(s) Records of Harris County, Texas:**

- (i) Cranbrook, Section One - Volume 306, Page 50;
- (ii) Cranbrook, Section Two - Volume 325, Page 19;

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**Deed Restrictions (Deed Records of Harris County, Texas):**

- (i) Cranbrook, Section One - Harris County Clerk's File No. H311531;
- (ii) Cranbrook, Section Two - Harris County Clerk's File No. H311531; as annexed in the Fourth Amendment under Harris County Clerk's File No. J591619.

IV. **COLLECTION POLICY:** The Association provides a number of services for the Cranbrook community. While the vast majority of property owners ("Owners") do timely pay, there is generally a small percentage of owners who do not. The obligation to pay annual assessments/maintenance charges ("assessments") is mandatory for all property owners. The Association's current Collection Policies and Procedures are as follows:

- 1. The Association mails out invoices at least thirty (30) days before the due date.
- 2. Payment in full is due annually in advance on January 1 of each year. However, there is no penalty or interest charged so long as the full payment is received by the Association on or before January 31 of each year.
- 3. Should an Owner fail to pay the full amount of the assessment currently due on or before January 31 of any year, the Association will apply the following schedule:
  - a) At any time after January 31, the Association may authorize the preparation and recording of an Affidavit or Notice of Lien (e.g., identifying the delinquent property by address and legal description, identifying the Owner(s), and evidencing the amount of the current delinquency).

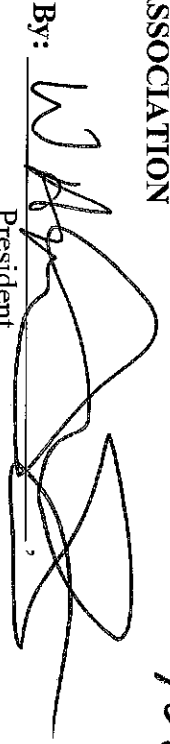
- b) A delinquent statement including penalty and interest, and any other additional fees will be mailed in February.
- c) A second delinquent statement including penalty and interest, and any other additional charges will be mailed in March and access to the association facilities will be terminated.
- d) A management company administrative fee of \$50.00 will be applied to each delinquent account in March of each year.
- e) A delinquency letter offering a payment plan and a copy of the Association's payment plan policy will be mailed in April with the response by the delinquent party due by May 15th.
- f) For all sums not addressed by the delinquent party by May 31<sup>st</sup>, all past due and delinquent sums will be filed and recorded in the County property records as a lien on the property.
- g) All items that remain delinquent with no payment arrangements, or with defaulted payment arrangements, for one year and which are still outstanding as of February 1<sup>st</sup> of the following year will be referred to the Association's attorney for legal action.

**h) ALL ITEMS PLACED WITH THE ASSOCIATION'S ATTORNEY WILL REMAIN WITH THE ATTORNEY'S OFFICE UNTIL PAID IN FULL.**

**CERTIFICATION**

"I, the undersigned, being the President of Cranbrook Property Owners Association, hereby certify that the foregoing Collection Policy Resolution was adopted by at least a majority of the Association's Board of Directors, and such Collection Policy Resolution has never been modified or repealed, and is now in full force and effect."

**CRANBROOK PROPERTY OWNERS ASSOCIATION**

By:   
President

Printed name: W. Angelo McDaniel

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Date: 1-13-12

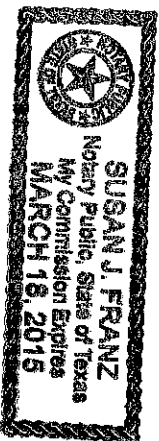
**ACKNOWLEDGMENT**

THE STATE OF TEXAS §  
COUNTY OF HARRIS §

BEFORE ME, A NOTARY PUBLIC, on this day personally appeared W. Angelo McDaniel, President of CRANBROOK PROPERTY OWNERS ASSOCIATION, a Texas Non-Profit Corporation, known to me to be the person whose name is subscribed to the foregoing instrument and, being by me first duly sworn and declared that he executed same in the capacity and for the consideration therein expressed, and as the act and deed of such Corporation.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the 13<sup>th</sup> day of January 2012.

*Susan J. Franz*  
NOTARY PUBLIC IN AND FOR  
THE STATE OF TEXAS



Cranbrook Property Owners Association / Collection Policy

FILED FOR RECORD  
8:00 AM

JAN 13 2012

**RECORDER'S MEMORANDUM:**  
At the time of recordation, this instrument was found to be inadequate for the best photographic reproduction because of illegibility, carbon or photo copy, discolored paper, etc. All blockouts, additions and changes were present at the time the instrument was filed and recorded.

*Stan Stewart*  
County Clerk, Harris County, Texas

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 the Public Records on the date and at the time specified herein by me and was duly RECORDED in the Official Public Records of said Property of Harris County, Texas

JAN 13 2012

*Stan Stewart*  
COUNTY CLERK  
HARRIS COUNTY, TEXAS

