

CHARTERWOOD COMMUNITY IMPROVEMENT ASSOCIATION

2204 Timberloch Place, Suite 245

The Woodlands, Texas 77380

Tel. No. (281) 296-9775 / Fax No. (281) 296-9788

conmgsvc@swbell.net

20120149107
04/09/2012 RPI \$24.00

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notice

ASSOCIATION'S COLLECTION POLICY

- I. The name of the Subdivision is CHARTERWOOD.
- II. The name of the Association is CHARTERWOOD COMMUNITY IMPROVEMENT ASSOCIATION, sometimes referred to herein as the "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) Charterwood, Section One (1) : Volume 213, Page 71 of the Map Records of Harris County, Texas;
- (ii) Charterwood, Section Two (2) : Volume 258, Page 96 of the Map Records of Harris County, Texas;
- (iii) Charterwood, Section Three (3): Volume 258, Page 103 of the Map Records of Harris County, Texas;
- (iv) Charterwood, Section Four (4): Volume 236, Page 44 of the Map Records of Harris County, Texas; and
- (v) Charterwood, Section Five (5): Volume 296, Page 78 of the Map Records of Harris County, Texas.

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

- (i) Charterwood, Section One (1) : County Clerk's File No. E123669; and Amendment County Clerk's File No. E379130;
- (ii) Charterwood, Section Two (2) : County Clerk's File No. F481480; and Amendment County Clerk's File No. F605221;
- (iii) Charterwood, Section Three (3): County Clerk's File No. F481481; and Amendment County Clerk's File No. F605222;
- (iv) Charterwood, Section Four (4): County Clerk's File No. G217242; and
- (v) Charterwood, Section Five (5): County Clerk's File No. G594407; Amendment County Clerk's File No. M935359; and Amendment County Clerk's File No. M935360.

IV. **COLLECTION POLICY:** The Association provides a number of services for the Charterwood 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 late fee, penalty or interest charged so long as the full payment is received by the Association on or before January 31 of each year.

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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 late fee of \$35.00 will be added to each delinquent account on February 1st.
 - c) A delinquent statement including penalty and interest, late fees and any other additional fees will be mailed in February.
 - d) An 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 March or April.
 - f) During the course of a payment plan, the Association may charge interest at the rate it is entitled to under its Governing Documents and may also charge reasonable costs of administering the payment plan.
 - g) If an Owner(s) default(s) on a payment plan, the payment plan is automatically terminated and the Association is not obligated to make another payment plan with that owner(s) relative to annual assessments and/or special assessments for the next two (2) years.
 - h) All items that remain delinquent with no payment arrangements, or with defaulted payment arrangements, may be referred to the Association's Attorney for a legal demand letter(s) and further legal action as may be authorized by the Association.
 - i) Pursuant to the Restrictions, and pursuant to applicable Texas Statutory Law, legal fees, expenses and costs incurred in the Association's effort to collect a delinquent assessment account (including, but not limited to, the preparation and recording of a Notice of Lien and/or subsequent Release of Lien), will be charged back to the assessment account and shall be secured by the Association's assessment lien, and reimbursement thereof shall be the responsibility of the Owner(s).
 - j) All delinquent items, whether with the attorney's office or whether being handled by the manager, are subject to periodic review by the Association's Legal Committee.
 - k) All items placed with the Association's attorney will remain with the attorney's office until paid in full.
 - l) Additional fees which may be charged by the Association include the following:
 - 1) Transfer Fee - \$100.00;
 - 2) Refinance Fee - \$50.00;
 - 3) Resale Certificate - \$150.00;

and

4) returned Check Fee - \$35.00 (in addition to any bank charges).

**Charterwood Community Improvement Association / Collection Policy
CERTIFICATION**

"I, the undersigned, being the President of CHARTERWOOD COMMUNITY IMPROVEMENT 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."

**CHARTERWOOD
IMPROVEMENT ASSOCIATION**

COMMUNITY (COR) 102

By: Kathy Goedecke
Printed name: KATHY GOEDECKE
Office Held: President

ACKNOWLEDGMENT

**THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §**

BEFORE ME, A NOTARY PUBLIC, on this day personally appeared KATHY GOEDECKE, President of CHARTERWOOD COMMUNITY IMPROVEMENT 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 she executed same in the capacity and for the consideration therein expressed, and as the act and deed of such Corporation.

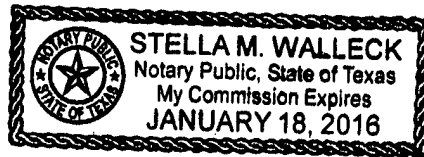
GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the 17th day of MARCH, 2012.

Stella M. Walleck

**NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS**

After recording, return to:

Michael T. Gainer //
Attorney at Law
9801 Westheimer, Suite 302
Houston, Texas 77042



**FILED FOR RECORD
8:00 AM**

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.

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Stan Stewart
County Clerk, Harris County, Texas



Stan Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS