

NORTHSPRING COMMUNITY IMPROVEMENT 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: anitaashmore@hotmail.com

20120288998
06/29/2012 RP2 \$24.00

ASSOCIATION'S COLLECTION POLICY

- I. The name of the Subdivision is Northspring.
- II. The name of the Association is NORTHSPRING COMMUNITY IMPROVEMENT 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) Northspring, Section 1 – Volume 214, Page 87
- (ii) Northspring, Section 4 – Volume 237, Page 30
- (iii) Northspring, Section 5 – Volume 248, Page 70
- (iv) Northspring, Section 6 – Volume 248, Page 87
- (v) Northspring, Section 7 – Volume 292, Page 52
- (vi) Northspring, Section 8 – Volume 307, Page 13
- (vii) Northspring, Section 10 – Volume 285, Page 138

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

- (i) Northspring, Section 1 – Harris County Clerk's File No. E226289
- (ii) Northspring, Section 4 – Harris County Clerk's File No. E789730
- (iii) Northspring, Section 5 – Harris County Clerk's File No. F088938
- (iv) Northspring, Section 6 – Harris County Clerk's File No. F088937
- (v) Northspring, Section 7 – Harris County Clerk's File No. G696371
- (vi) Northspring, Section 8 – Harris County Clerk's File No. H763374
- (vii) Northspring, Section 10 – Harris County Clerk's File No. G009063

- IV. **COLLECTION POLICY:** The Association provides a number of services for the Northspring 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 1st 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 31st 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 31st of any year, the Association will apply the following schedule:

- a) At any time after January 31st, 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 \$50.00 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) A second delinquent statement including penalty and interest, late fees and any other additional charges will be mailed in March and access keys to the association facilities will be turned off.
- e) A management company administrative fee of \$50.00 will be applied to each delinquent account in March of each year.
- f) 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.
- g) For all sums not addressed by the delinquent party by May 31st, all past due and delinquent sums will be filed and recorded in the County property records as a lien on the property.
- h) All items that remains delinquent with no payment arrangements, or with defaulted payment arrangements, for one year and which are still outstanding as of February 1st of the following year will be referred to the Association's legal committee for action.
- i) **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 Northspring 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."

NORTHSRING COMMUNITY IMPROVEMENT ASSOCIATION

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By: *Linda Unthank*
Linda Unthank, President

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

JUN 29 2012

ACKNOWLEDGMENT

THE STATE OF TEXAS §
§
COUNTY OF Harris §



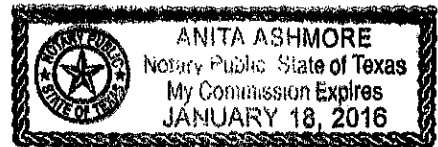
Stan Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS

BEFORE ME, A NOTARY PUBLIC, on this day personally appeared Linda Unthank, President of NORTHSRING 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 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 24th day of January, 2012.

Anita Ashmore
NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS

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.



Northspring Community Improvement Association /Collection Policy

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CMS
2204
The Woodlands, TX
Jimbuck Place # 245
77380

FILED FOR RECORD
8:00 AM

JUN 29 2012

Stan Stewart
County Clerk, Harris County, Texas

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