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**PHEASANT CREEK Homeowner's 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: conmgsvc@swbell.net**

ASSOCIATION'S COLLECTION POLICY

- I. The name of the Subdivision is Pheasant Creek Homeowner's Association .
- II. The name of the Association is Pheasant creek Homeowner's 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 Fort Bend County, Texas:

- (i) PHEASANT CREEK, SECTION ONE (1) - Volume 22, Page 32 of the Plat Records of Fort Bend County, Texas
- (ii) PHEASANT CREEK, SECTION TWO (2) - Volume 31, Page 2; Volume 31, Page 12; and Volume 33, Page 8 of the Plat Records of Fort Bend County, Texas.

Deed Restrictions (Deed Records of Fort Bend County, Texas):

- (i) Declaration of Covenants, Conditions and Restrictions for Pheasant Creek, Section One Fort Bend County Clerk' File No. 92546.
- (ii) Declaration of Covenants, Conditions and Restrictions for Pheasant Creek, Section Two Fort Bend County Clerk' File No. 48544.

IV. **COLLECTION POLICY:** The Association provides a number of services for the Concord Colony Homeowner's Association. 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 31st, 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 1st 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.**

FILED AND RECORDED

OFFICIAL PUBLIC RECORDS

Dianne Wilson

2012 May 29 02:16 PM

DP \$24.00

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Dianne Wilson COUNTY CLERK

FT BEND COUNTY TEXAS