

**SPRINGRIDGE HOMEOWNERS ASSOCIATION**  
C/O Consolidated Management Services  
2204 Timberloch Place, Suite 245  
The Woodlands, Texas 77380  
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**ASSOCIATION'S COLLECTION POLICY**

- I. The name of the Subdivision is Springridge. *lee*
- II. The name of the Association is SPRINGRIDGE HOMEOWNERS 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) Springridge, Section One – Volume 316, Page 97

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

- (i) Springridge, Section One – Volume 316, Page 97

IV. **COLLECTION POLICY:** The Association provides a number of services for the Springridge 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.
- 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 \$50.00 will be added to each delinquent account on February 1<sup>st</sup>.
  - c) A delinquent statement including penalty and interest, late fees and any other additional fees will be mailed in February.

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- 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 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.
  - h) 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 legal committee for action.
  - i) **ALL ITEMS PLACED WITH THE ASSOCIATION'S ATTORNEY WILL REMAIN WITH THE ATTORNEY'S OFFICE UNTIL PAID IN FULL.**

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