



ADDITIONAL DEDICATORY INSTRUMENT
for
QUAIL GREEN WEST HOMEOWNERS ASSOCIATION, INC.

THE STATE OF TEXAS §
 §
COUNTY OF FORT BEND §

BEFORE ME, the undersigned authority, on this day personally appeared Margaret R. Maddox who, being by me first duly sworn, states on oath the following:

My name is Margaret R. Maddox I am over twenty-one (21) years of age, of sound mind, capable of making this affidavit, authorized to make this affidavit, and personally acquainted with the facts herein stated:

I am the Attorney/Agent for **QUAIL GREEN WEST HOMEOWNERS ASSOCIATION, INC.** and pursuant with Section 202.006 of the Texas Property Code, the following documents are copies of the original official documents from the Association's files:

COLLECTION POLICY

for

QUAIL GREEN WEST HOMEOWNERS ASSOCIATION, INC.
A TEXAS NON-PROFIT CORPORATION

DATED this 14th day of May, 2024.

QUAIL GREEN WEST HOMEOWNERS ASSOCIATION, INC.

BY: *Margaret R. Maddox*

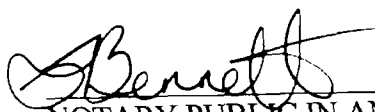
Margaret R. Maddox, Attorney/Agent
(Printed Name)

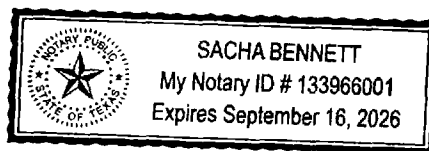
THE STATE OF TEXAS §

§

COUNTY OF HARRIS §

THIS INSTRUMENT was **acknowledged** before me on this the 14th day of May, 2024 by the said Margaret R. Maddox, Attorney/Agent for **QUAIL GREEN WEST HOMEOWNERS ASSOCIATION, INC.** a Texas non-profit corporation, on behalf of said corporation.


NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS



**QUAIL GREEN WEST HOMEOWNERS ASSOCIATION, INC.
POLICY REGARDING COLLECTION OF ASSESSMENTS**

WHEREAS, Article 1396-2.02(15) of the Texas Non-Profit Corporation Act and/or its successor thereto authorizes non-profit corporations to have and exercise all powers necessary or appropriate to effect any or all of the purposes for which the corporation is organized;

WHEREAS, it is the express intent of the Board of Directors of the is **QUAIL GREEN WEST HOMEOWNERS ASSOCIATION, INC.** ("Association") to actively pursue all available collection remedies, contained both in the governing documents and in state law, for any outstanding amounts owed by property owners as reflected on the assessment accounts for each Lot kept by the Association. Such remedies may include, but are not limited to, enforcement of the property owner's personal obligation to pay assessments and/or placement of a lien and/or foreclosure of the Association's lien against a Lot; and

WHEREAS, the Board of Directors of the Association desires to adopt a policy establishing a general procedure for the collection of assessments.

NOW THEREFORE, BE IT RESOLVED that the following Collection Policy is hereby adopted:

COLLECTION POLICY

ACTION BY ASSOCIATION:

1. Annual statements to be mailed out on or about November 1st of each year.
2. Annual assessments are due as of January 1st of each year.
3. All assessments are due no later than January 31st to avoid late fees.
4. Accounts that are delinquent (and have not made payment arrangements) as of the last day of February will be assessed a late fee in the amount of \$30/month.
5. Certified letters to go out between March 1st and April 15st of each year for accounts with a balance larger than \$ 400.00 and that are not already at legal. Certified letters are to comply with Chapter 209 of the Texas Property Code requirements and shall not be sent out prior to 30 days after the initial notice to the homeowner.

(The last notice going to the owners should state that unless payment is received the account will be turned over to the attorney and additional fees will be incurred.)

6. Accounts for which certified letters were sent and no response was received will be turned over to legal after May 30th of each year.

Upon turning an account over to the attorney, Association shall flag that account and consult the attorney before depositing any payments received for that owner's account. Once an account is being handled by the attorney's office, the Association may still accept full payment for assessments which come due after the account was turned over, and which are not yet delinquent.

Payment plan administrative fee shall be in accordance with the established Fee Policy.

ACTION BY THE ATTORNEY:

1. Attorney's letters to go out upon receipt of request from the Association, allowing 31 days for payment to attorney's office.
2. If the homeowner contacts the attorney, attorney is authorized to work out an agreed payment plan to include approximate additional expenses to resolve the issue, which is in compliance with the Association's adopted Policy Regarding Alternative Payment Schedules.
3. A written authorization to file suit will be given to attorney prior to any lawsuit or foreclosure action being filed.
4. If authorized by the Board, assessment liens may be filed no earlier than 90 days after the date of the certified letter sent by the Association.

This Resolution supersedes any previously adopted resolution regarding assessment and collections.

Adopted this 13 day of APRIL, 2024, by at least a majority of the Board of Directors of the Association.

QUAIL GREEN WEST HOMEOWNERS ASSOCIATION, INC.

PRESIDENT
Title

Print Name: MANUEL COLTEZ