

2012 Collection Policy: Breen Community Association

THIS POLICY IS EFFECTIVE ON THE DATE EXECUTED BELOW AND REPLACES ANY AND ALL PRIOR COLLECTION POLICIES

The following actions are performed to collect on delinquent accounts. The charges assessed to an owner's account for certain collection action noted below are subject to change without notice. Late interest of 10% per annum, per the governing documents, and a monthly handling fees of \$20.00 are assessed to delinquent accounts according to the notification on the billing statement.

Check Here	Collection Step	Approx. Day of Delinquency Each Step is Taken	Notes
<input checked="" type="checkbox"/>	Low Balance Accounts	---	The Board of Directors authorizes PMGH to write off \$ <u>10.00</u> and below without additional approval.
<input checked="" type="checkbox"/>	Past due late statement	---	A statement is mailed <u>2 weeks</u> after assessing late fees and/or late interest and handling fees to an account.
<input checked="" type="checkbox"/>	Initial 209 Demand Letter	-- 30 to 45 --	This letter allows the Owner thirty (30) days to pay, request a payment plan per the adopted Resolution by the Association, or dispute their balance. It also informs them of future actions if payment is not received.
<input checked="" type="checkbox"/>	Intent to report delinquent account to credit bureau	-- 60 Days --	<ul style="list-style-type: none"> Next Step: Intent to report to Credit Bureau This letter allows the Owner ten (10) days to pay prior to reporting their delinquent account to the credit bureau. This letter informs the owner of the \$64.95 fee that will be charged to their account if reported to the credit bureau.
<input checked="" type="checkbox"/>	Notification to Owner of credit bureau reporting	-- 70 Days --	<ul style="list-style-type: none"> Next Step: Credit Bureau Reporting This letter notifies the Owner that their account has been charged \$64.95 and is being reported to the credit bureau. This letter also informs them of future actions and the related fees that will be charged to their account.
<input checked="" type="checkbox"/>	Order title search to determine the legal Owner & send notice	-- 75 Days --	<ul style="list-style-type: none"> Next step: Title Search A title search is ordered and the Owner's account charged \$59.54. This letter informs them if payment is not received within ten (10) days, an assessment lien will be filed with the county and the associated cost charged back to their account. A title search <i>must</i> be performed to file an Assessment lien on the property.
<input checked="" type="checkbox"/>	Notify owner of lien filing and file lien with the county	-- 90 Days --	<ul style="list-style-type: none"> Next step: Assessment Lien If payment has not been received within ten (10) days, a lien is prepared and the Owner's account charged \$151.55. A letter is mailed to the owner informing them of this action, that \$151.55 has been charged to their account and that the lien is being filed in the county record.
<input checked="" type="checkbox"/>	Forward owners file to the Association Attorney for small claims suit and/or foreclosure	-- 90 Days --	<ul style="list-style-type: none"> Next step: Attorney Turnover This action must be allowed in the Association documents. A fee of \$25.00 will be charged to the Owner's account for preparing & forwarding the necessary documents to the Association Attorney.

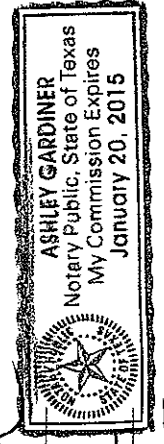
20120429381
09/18/2012 RP2 \$16.00

() Association is opting out of PMG Collection Program performed on delinquent accounts as follows

Payment Application - Any payment received by the Association from an owner whose account reflects an unpaid balance shall be applied to the outstanding balance in the following order.

First - Delinquent Assessments
 Second - Current Assessments
 Third - Attorney's Fees and expenses for which the Association has a Lien
 Fourth - Attorney's Fees and expenses for which the Association has a Lien
 Fifth - Fines
 Sixth - Late Fees, Late Interest, Collection Fees

This instrument was acknowledged before me on this 23 day of July 2012, by Cory Brett Neblett
 Signature - Authorized Board Member
 Breen Community Association
 Printed Name Cory Brett Neblett
 Notary Public, State of Texas
Ashley Gardiner
 Printed Name
 My Commission Expires Jan 20, 2015



AFTER RECORDING PLEASE RETURN TO:
 PRINCIPAL MANAGEMENT GROUP OF HOUSTON RECORDERS INTERSTATE ANDUM:
 11000 CORPORATE CENTRE DRIVE, SUITE 1000
 HOUSTON, TEXAS 77041

As the time of recording, 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.

FILED FOR RECORD
8:00 AM

SEP 18 2012

Stan Stewart
County Clerk, Harris County, Texas

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.

SEP 18 2012



Stan Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS

11-003-1441