

WHITE OAK SPRINGS HOA COLLECTION POLICY RESOLUTION

WHEREAS, the Board of Directors is charged with the responsibility for collection of all assessments of the members in a fair and uniform manner,

WHEREAS, the By-Laws and the Declaration of Covenants, Conditions, Restrictions for the Association directs this responsibility to the Board of Directors of the Association; and

WHEREAS, the Association has contracted with a professional management company to provide management service and supervision over certain contract services to the Association; and

NOW THEREFORE, be it resolved that the Board of Directors has elected to authorize its managing agent to carry out the following policies with respect to all delinquent accounts, reserving to itself the right to modify or intervene in certain cases, as the Board of Directors deem it necessary.

1. Upon Board approval of the operational budget, initial assessment billing will be mailed to each homeowner to their address of record at least thirty [30] days in advance of each annual assessment period. Assessment billing will reflect a due date of January 1st of the upcoming year and notice of a late fee and interest to be applied to late payments.
2. Assessment becomes delinquent if payment is not received within thirty [30] days after the due date and is assessed a late fee and interest from the date of delinquency at the rate specified in the CCR's for each section accordingly.
3. As of February 5th, the managing agent will send a delinquent statement bearing interest from the date of delinquency at the rate specified in the CCRs for each section accordingly and reflecting a late fee. *Statement message: The year's assessment is past due. Late fee and interest have been assessed to your account. Please remit the above amount to avoid any additional collection fee and interest. Payment plans are also available. Call Action Property Management at 713.686.4692 or you may send an email to ar@actionproperty.net for a payment plan if desired.*
4. As of March 5th, the managing agent will send a Texas Property Code 209 Collection letter, via both certified and first class, bearing interest from the date of delinquency at the rate specified in the CCR's for each section accordingly and an additional fee for the certified letter will also be added to your account. The letter will state that if payment is not received in the next thirty (30) days, the following actions may be in order. *Statement message: This year's assessment is seriously past due. Please remit payment for the above amount immediately to avoid any further collection fees and possible legal action. Payment plans are available upon request. Call 713.686.4692 or you may send an email to ar@actionproperty.net.*
5. Further action that the Board of Directors can/will take is the suspension of the trash collection, placement of a lien may be filed on your property and/or your account may be turned over to the attorney's office for collections, where all fees and attorney's costs and fees will be bourn by you, the homeowner.
6. As of April 5th, the managing agent will begin collection demand letters on all remaining delinquent accounts. This letter will explain that if payment has not been received within the allotted time, their trash service can be terminated until payment in full is made or

until they enter into a signed payment plan agreement with the association and remain in compliance with its payment schedule. Further, other action that the Board of Directors can/will take is the right of the owner, family and guests to use the recreational facilities.

This is to certify that the Board of Directors adopted the foregoing resolution effective as of NOVEMBER 3rd, 2019, with such date as it may be modified, rescinded, or revoked.

The Board of Directors for White Oak Springs HOA, hereby approves and authorizes the above policy:

SIGNED this 3rd day of November, 2019.

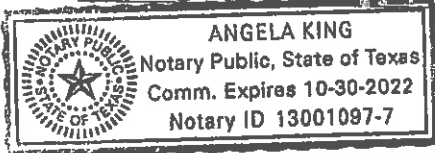
Jesslyn Hooper
President, White Oak Springs HOA

Natasha Fuller
Secretary, White Oak Springs HOA

STATE OF TEXAS §
 §
COUNTY OF HARRIS §

BEFORE ME, the undersigned notary public, on this day personally appeared Jesslyn Hooper, Board of Directors for White Oak Springs HOA known to me to be the person whose name is subscribed to the forgoing instrument, and acknowledged to me that he executed the same for the purpose and in the capacity therein expressed.

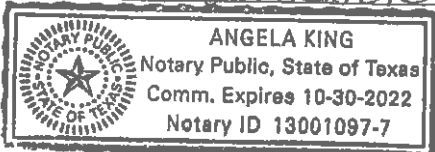
SUBSCRIBED AND SWORN TO BEFORE ME on this the 3rd day of November, 2019, to certify which witness my hand and official seal.



[Signature]
Notary Public for the State of Texas

BEFORE ME, the undersigned notary public, on this day personally appeared Natasha Fuller, Board of Directors for White Oak Springs HOA known to me to be the person whose name is subscribed to the forgoing instrument, and acknowledged to me that he executed the same for the purpose and in the capacity therein expressed.

SUBSCRIBED AND SWORN TO BEFORE ME on this the 3rd day of November, 2019, to certify which witness my hand and official seal.



[Signature]
Notary Public for the State of Texas

AFTER RECORDING RETURN TO:
Action Property Management, Inc.
11118 Cypress North Houston Road
Houston, Texas 77065