

SCANNED

**Churchill Estates Homes Association, Inc.
Policy Regarding
Collection of Assessments**

The Churchill Estates Homes Association, Inc. hereby revokes any prior policy and adopts the following policy regarding the collection of assessments:

ACTION BY ASSOCIATION:

1. January 1st – Statement sent to owner requesting payment of annual assessments – due date is January 31st.
2. March - If assessment is not paid a **friendly first letter** with **second statement** by First Class Mail is to be sent to the owner with a minimum of 30 days notice that certified mail and other collection costs shall be passed on to the homeowner for next collection step.
3. April - If assessments are not paid, a **second letter** is to be sent to the owner with statutory notice regarding suspension of rights and right to request a hearing with a minimum of 30 days to respond/remit payment. *** Letter must be sent by Certified Mail, Return Receipt Requested. Also, letter shall be sent by First Class Mail. These collection costs to be passed on to the homeowner.
4. September - If assessment is not paid, a **third letter** is to be sent to the owner giving notice of suspension of rights, advising that the file may be turned over to the Association's attorney for collection, advising that a "Certificate of Non-Payment of Assessments to the Churchill Estates Homes Association, Inc." (lien) will be filed in the county deed records, and advising that the Association will seek recovery of all costs and attorney's fees from the homeowner and giving a minimum of 14 days to respond/remit payment.

Year 1:

5. October/November - Attorney drafts "Certificate of Non-Payment of Assessments to the Churchill Estates Homes Association, Inc." which is signed by an officer of the Association. The Attorney files the Certificate and returns it to the Association for transmittal to the homeowner.

Year 3:

6. November/December - a **year three fourth letter** is to be sent to the owner advising that the file will be turned over to the Association's attorney for collection and advising that the Association will seek recovery of all costs and attorney's fees from the homeowner with a minimum of 30 days to respond/remit payment. *** Make sure that all required statutory notices have been given and send the letter by Certified Mail, Return Receipt Requested AND by First Class Mail.
7. If no response is received, the account is turned over to the association's attorney for collection.

Payment Plans:

In accordance with the Payment Plan Policy adopted by the Association, the Board will encourage and accept reasonable payment plans for the payment of any delinquent account. Any payment plan should be written and signed by the homeowner(s) and the Association.

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ACTION BY ATTORNEY:

Year 1:

5. October/November – Prepare and file “Certificate of Non-Payment of Assessments to the Churchill Estates Homes Association, Inc.” in the Official Public Record of Real Property of Bexar County, Texas.

Year 2:

No attorney action unless unusual circumstances arise warranting some legal action.

Year 3:

8. October/November/December: Attorney initial collection letter with a minimum of 30 days to respond.
9. December/January/February: Attorney second/final demand letter sent with a minimum of 14 days to respond.
10. Thereafter, the board may determine whether additional letters or the filing of a lawsuit should be the next action taken to collect the account.

APPROVED: Date: May 9, 2016

Betty Ann Keykordall
President

Edward R. Ruchni
Vice-President

Zoluto Mena
Treasurer

Denise Gruffi
Secretary

Lee Harker
Board Member

[Signature]
Board Member

Denise Gruffi
Board Member

Steve [Signature]
Board Member

[Signature]
Board Member

[Signature]
Board Member

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Affidavit of President

I, Betty Kuykendall, the President of the Churchill Estates Homes Association, Inc. (the "Association") do hereby certify that the foregoing is the original **Churchill Estates Homes Association, Inc. Policy Regarding Collection of Assessments**. I further certify that a meeting of the Board of Directors was duly noticed and held on May 9th, 2016. At said meeting a majority of the Board of Directors, present in person or by proxy, voted to approve this Policy and to have it filed in the Official Public Record of Real Property of Bexar County, Texas.

Churchill Estates Homes Association, Inc.

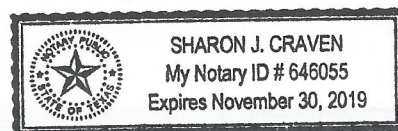
BY: Betty Ann Kuykendall
Betty Kuykendall, President

STATE OF TEXAS §
 §
COUNTY OF BEXAR §

This instrument was acknowledged before me on the 12 day of MAY, 2016, by Betty Kuykendall, President of Churchill Estates Homes Association, Inc.

Sharon J. Craven
NOTARY PUBLIC, STATE OF TEXAS

PREPARED BY:
Law Office of Amy M. McLin, P.C.
1100 N.W. Loop 410, Suite 700, PMB #101
San Antonio, Texas 78213



AFTER RECORDING RETURN TO:
Law Office of Amy M. McLin, P.C.
1100 N.W. Loop 410, Suite 700, PMB #101
San Antonio, Texas 78213

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Filed & Recorded in the Official
Public Records of BEXAR COUNTY
GERARD C. RICKHOFF COUNTY CLERK

Any provision herein which restricts the sale, or use of the described real property because of race is invalid and unenforceable under Federal law
STATE OF TEXAS, COUNTY OF BEXAR
I hereby Certify that this instrument was FILED in File Number Sequence on this date and at the time stamped hereon by me and was duly RECORDED in the Official Public Record of Real Property of Bexar County, Texas on:

MAY 27 2016



Gerard Rickhoff
COUNTY CLERK BEXAR COUNTY, TEXAS