

**RESOLUTION OF THE BOARD OF DIRECTORS
OF PARKWOOD MAINTENANCE ASSOCIATION, INC.
REGARDING ASSESSMENT COLLECTIONS
POLICY AND PROCEDURE**

SCANNED

STATE OF TEXAS §
 § KNOW ALL MEN BY THESE PRESENTS:
COUNTY OF BEXAR §

WHEREAS, the Bylaws of Parkwood Maintenance Association, Inc. (hereinafter the "Association") grant to the Board of Directors the powers and duties necessary for the administration of the affairs of the Association for the operation and maintenance of a first class residential development; and,

WHEREAS, there is a need for, and the Board of Directors desires to establish, a uniform and systematic procedure to collect assessments and other charges of the Association; and,

WHEREAS, at a properly called regular meeting for the Board of Directors at which a quorum was present came to be heard the matter of adoption of a collection policy;

NOW, THEREFORE, BE IT, AND IT IS HEREBY RESOLVED THAT the Association does hereby adopt the following policy and procedures for the collection of assessments and other charges of the Association:

1. **Payment Schedule.** The annual assessments levied by the Association are due annually and payable in on January 1st of each year. Special assessments are due on the date established by the Board of Directors. Fees not received by fifteen days after the date a statement covering such assessment has been mailed or otherwise delivered to the lot owner will be considered late.
2. **Returned Check Charge.** A charge of \$25.00 will be assessed to reimburse the Association for its costs incurred due to checks returned unpaid.
3. **Interest Charge and Collections Expense.** Any assessments not paid within thirty days after the due date shall bear interest from the due date at the rate of ten percent per annum. In addition, costs of collection shall be added to delinquent accounts.
4. **Partial Payment.** The acceptance of a partial payment on an owner's account does not constitute a waiver of the Association's right to collect the full outstanding balance due.

5. **Order of Crediting Payments.** All payments received shall be applied in the following categorical order of priority to the oldest amount due:
 - a. Assessments
 - b. Attorney's fees incurred for collection of assessments;
 - c. Other attorney's fees;
 - d. Any other amounts owed to the Association.

6. **Process for Delinquency Notification.** For balances that are sixty days past due, the following notification process may be taken by the Association to collect delinquent accounts:
 - **Statements.** Statements shall be mailed to owners at their last known address at least fourteen days prior to the due date of any assessment.

 - **First Delinquency Notice.** The first notice of past due charges will include details of all amounts past due and a request for immediate payment to be sent by First Class Mail to an owner whose balance is sixty days past due.

 - **Final Notice.** A thirty day demand for payment will include details of all amounts past due and request for payment to be sent by First Class Mail and Certified Mail, Return Receipt Requested to an owner whose balance is ninety days past due. The notice shall specify each delinquent amount and the total amount of payment required to make the account current, and describe the options the owner has to avoid having the account turned over to an attorney, including information regarding the availability of a payment plan. This notice will advise the Owner of the Association's intent to turn the matter over to an attorney for collection enforcement if the balance is not paid within thirty days, and that this action will also result in attorney fees being charged to the Owner as set by a schedule agreed to by the Board, a copy of which is available on request.


7. **Referral of Account to Association Attorney.** If an account remains delinquent one hundred and twenty days after it became due then the account shall be referred to the Association's attorney for collection. The act of referral shall, upon approval of the Board be the only action required of the Board so that the attorney is authorized to take whatever action is necessary believed to be in the best interests of the Association including, but not limited to, filing a lien affidavit; filing a suit against the delinquent owner for a money judgment; instituting a judicial foreclosure action of the Association's lien; and, filing necessary claims, objections and motions in the

bankruptcy court and monitoring the bankruptcy case in order to protect the Association's interest.

8. **Owner Address.** It shall be the responsibility of each Owner to the Association advised of their current mailing address if different than their Parkwood property address. All notices will be mailed to each Owner at their property address in Parkwood or to the last address on the books and records of the Association as shall be provided by the Owner to the Association.
9. **Waiver/Modification of Policy.** The Board in its discretion may grant a waiver of any provision or otherwise modify any of the procedures contained herein upon petition of an Owner showing a personal hardship.
10. **Required Action.** Nothing contained in this Resolution shall require the Association to take any of the specific actions contained herein. The Board of Directors of the Association shall have the right, but not the obligation, to evaluate each delinquency on a case-by-case basis as in its best judgment deems reasonable.
11. **Amendment.** This Policy may be amended from time to time by the Board of Directors.

Thus executed this 5th day of October, 2011.

PARKWOOD MAINTENANCE
ASSOCIATION, INC.

By: 
Gerald Nowotny, Its Vice President

ATTEST:

By: 
David Pickert, Its Secretary

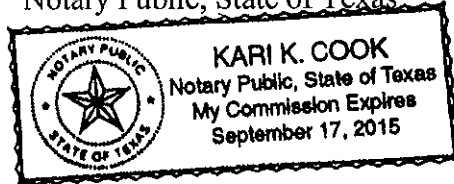
STATE OF TEXAS §
 §
COUNTY OF BEXAR §

I hereby certify that the foregoing instrument was acknowledged before me, the undersigned Notary, by Gerald Nowotny, Vice President, Parkwood Maintenance Association, Inc., on the date of execution set forth above.

Kari K Cook

Notary Public, State of Texas

STATE OF TEXAS §
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COUNTY OF BEXAR §

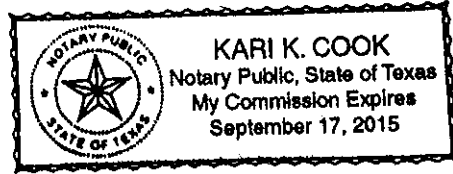


I hereby certify that the foregoing instrument was acknowledged before me, the undersigned Notary, by David Pickert, Secretary, Parkwood Maintenance Association, Inc., on the date of execution set forth above.

Kari K Cook

Notary Public, State of Texas

AFTER RECORDING RETURN TO:
Parkwood Maintenance Association, Inc.
1600 N.E. Loop 410, Suite 202
San Antonio, TX 78209



4115 001/904808

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:

OCT 07 2011



Gerard Rickhoff

COUNTY CLERK BEXAR COUNTY, TEXAS

Doc# 20110180352 Fees: \$28.00
10/07/2011 4:13PM # Pages 4
Filed & Recorded in the Official Public
Records of BEXAR COUNTY
GERARD RICKHOFF COUNTY CLERK