



R.F. ASSOCIATION COLLECTION POLICY

ADMINISTRATIVE RESOLUTION: Delinquent Assessments

WHEREAS, Article IV, Section 7, of the Declaration of Covenants, Conditions, and Restrictions for R. F. Association, provides that the due date for the assessments shall be prior to January 31 of each year;

AND WHEREAS, Article IV, Section 8., of the Declaration of Covenants, Conditions, and Restrictions provides that assessments which are not paid within 30 days after the due date shall be delinquent;

AND WHEREAS, there is a need to establish orderly procedures for the collection of assessments which remain unpaid past their due date;

AND WHEREAS, it is the intent of the Board to establish steps for the collection of delinquent assessments be as follows:

1. The annual assessment shall be due and payable prior to the thirty first day of January of each year.
2. Any assessments which are not paid by January 31st shall be delinquent.
3. Delinquent assessments shall be assessed a late fee in the amount of \$50.00.
4. Delinquent assessments shall bear interest at the rate of 10% per annum until paid.
5. On approximately February 15th, a notice of delinquency shall be mailed to owners who are still delinquent. The notice shall specify the amount of the delinquent payments and the interest accrued as of that date.
6. If the assessment is not paid by March 15th, a certified notice of delinquency shall be mailed and shall include a demand for payment of the full amount owing which includes the assessment plus late fees, certified letter fees and all other costs to date within thirty (30) days.
7. If timely response to the demand for payment is not received, the Association's attorney will issue a legal demand letter for payment of the full amount owing including the assessment, interest accrued as of that date, and legal fees incurred on that account as of that date. In the event the delinquent account remains unpaid, the Board will review the accounts with the Managing Agent and shall elect a remedy of law.

This resolution is in addition to and shall in no way whatsoever detract from the rights of the Association as specified in the R. F. Association Declarations.

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BY:.....

This Resolution was adopted by the Board of Directors this 10th day of October, 2011 and shall be effective as of said date.

R. F. ASSOCIATION

Shannon Goff
President

STATE OF Texas
COUNTY OF Harris

This instrument was acknowledged before me on the 26 day of October, 2011 by Shannon Goff, President of R. F. Association

Melinda Rodriguez
Notary Public in and for The State of Texas



Let to Bartley & Spears PC
14811 St Maup Lane Suite 270
Houston Tx 77079

FILED AND RECORDED

OFFICIAL PUBLIC RECORDS

Dianne Wilson

2011 Dec 12 09:44 AM

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Dianne Wilson COUNTY CLERK

FT BEND COUNTY TEXAS