

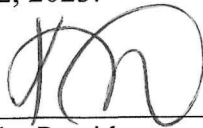
**Collection Procedures**  
**Effective September October 12, 2023**  
**Replaces Document filed under Clerk's File No. RP-2023-339755**

1. Coupons for the payment of annual assessments will be issued annually. The coupons will be mailed no later than December 1<sup>st</sup> of the preceding year. Included with the coupons will be a separate coupon for property owners desiring to pay annually/in advance.
2. A statement for any past due amounts (assessments, attorney fees and/or collection or administrative charges) will be sent to owners with a delinquent balance under separate cover..
3. Accounts that are more than 30 days past due will be charge a late fee of \$5.00 per month, together with a monthly interest charge equal to six per cent (6%) per annum of the delinquent assessment. Accounts that are four months delinquent will be charged a monthly collection fee in the amount of \$15 per month for every month thereafter until the account balance is brought current. Upon notification by certified mail, amenity access will be revoked until the account is brought current.
4. Statements for delinquent assessments will be mailed at least quarterly.
5. Payment plans will be available on delinquent accounts. When a payment plan is entered into, future collection fees will be suspended and late charges may be suspended against the account, provided the owner remains current under the terms of the payment plan. Pursuant to Section 209.0062 of the Texas Property Code, the term for re-payment under payment plans shall have a minimum of three (3) months and may not exceed eighteen (18) months in duration. There will be a one-time administrative fee of \$75 for preparation of the payment plan.
6. Accounts that are at least six (6) months delinquent will be reviewed by the Collections Manager. A search of the real property and bankruptcy records will be performed, and a notice of delinquency will be sent by first class mail to the last known address provided to the Association. If payment arrangements are not made within thirty (30) days of the notice of delinquency, a demand letter as required under Chapter 209 of the Texas Property Code will be sent to the property owner at the last known address via certified mail, return receipt requested ("209 Letter"). An administrative charge of \$75 to cover the expense for searches and postage will be assessed against the property owner's account. If payment arrangements are not made prior to the end of the forty-five (45) day period following the sending of the 209 Letter, the Board of Directors of the association may approve sending the owner's account to the association's attorney for collection. When an account is sent to an attorney for collection, the attorney will be provided with a current account history, copy of demand letter and green

card. The Collections Manager, will direct the attorney to file all collection matters with open deed restriction violations in County or District Court. The Collections Manager shall direct the attorney to either immediately file a lawsuit in County or District Court or file an Assessment Lien ninety (90) days following the date of the 209 Letter for accounts with no deed restriction violations. The property owner's account shall be debited for the attorney fees when the association is billed by the attorney.

7. Once a judgment is obtained, it will be abstracted and filed in the real property records of Harris County, Texas. The Association may immediately proceed to foreclosure on past due accounts and judgments, after being reviewed by and as directed by the Board of Directors in any open Board meeting. The Board will also consider all other legal means for collection and enforcement of such past due accounts and judgments, which collection efforts may be implemented as directed by the Board.
8. A status report on all payment plans will be presented to the Board at the Board's regular meeting.
9. Application of Delinquent Assessments. Pursuant to Article 209.0063 of the Texas Property Code, payments received from a property owner shall be applied to the owner's account in the following order of priority:
  - a. Delinquent Assessments.
  - b. Current Assessments.
  - c. Attorney fees in connection with the collection of delinquent assessments and all other charges, including collection costs, late fees, interest, self-help and administrative charges that constitute a lien on the property and could provide the basis for foreclosure.
  - d. Other Attorney fees.
  - e. Other Collection Costs.
  - f. Other Late Charges.
  - g. Other Administrative Charges

This policy was adopted by the Board of Directors at its regularly scheduled meeting on October 12, 2023.



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Kim Davila, President

Notes to collection procedures:

1. The months shown above are based on a January to December fiscal year.
2. All collection action is halted when an approved payment plan is established and kept active (current).
3. All collections action is halted when a property owner files bankruptcy. The Manager will file a proof of Claim as a secured creditor when notice of the bankruptcy is received.
4. Whenever the Association sends a demand letter via certified mail, return receipt requested, a copy of that letter should also be sent to the addressee via regular mail.

FILED FOR RECORD

1:50:49 PM

Tuesday, October 17, 2023

*Lenashia Hudspeth*

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

Tuesday, October 17, 2023



*Lenashia Hudspeth*

COUNTY CLERK  
HARRIS COUNTY, TEXAS

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RP-2023-398669  
10/17/2023 RP1 \$30.00

AFFIDAVIT FOR THE FILING OF DEDICATORY INSTRUMENTS

THE STATE OF TEXAS

COUNTY OF HARRIS

WHEREAS, SECTION 202.006 of Title 11 of the Texas Property Code requires that a property owner's association file its dedicatory instruments in the real property records of the county in which the property is located, and

WHEREAS, The New Property Owner's Association of Newport, Inc. dba Newport Property Owner's Association (the "Association") is a property owner's association as the term is defined in Title 11 of the Texas Property Code.

2022

NOW, THEREFORE, true copy of the following dedicatory instrument of The New Property Owner's Association of Newport, Inc. adopted October 12, 2023, replacing document recorded under Clerk's File No. RP-2023-339755, is attached hereto:

COLLECTION PROCEDURES

FURTHER, other dedicatory instruments of The New Property Owner's Association of Newport, Inc. have already been filed in the public records of Harris County.

*Teresa Platt*

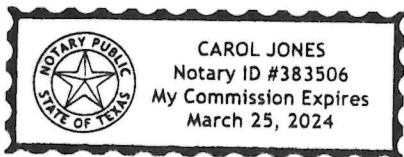
Teresa Platt, Community Manager

STATE OF TEXAS

COUNTY OF HARRIS

BEFORE ME, the undersigned authority, on this day personally appeared Teresa Platt, whose position is Community Manager for The New Property Owner's Association of Newport, Inc., known to me personally to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that she executed same for the purposes and in the capacity therein expressed.

SUBSCRIBED AND SWORN TO BEFORE ME on this 13<sup>th</sup> day of October, 2023.



*Carol A. Jones*  
Notary Public for the State of Texas

Return to:  
Newport Property Owner's Association  
P.O. Box 1362  
Crosby, Texas 77532