

of
Notice

NORTHCLIFFE A.C.I.A.
C/O Consolidated Management Services
2204 Timberloch Place, Suite 245
The Woodlands, Texas 77380
Tel. No. 281.296.9775 / Fax 281.297.9788
Email: conmgsvc@swbell.net

ASSOCIATION'S COLLECTION POLICY

- I. The name of the Subdivision is Northcliffe A.C.I.A.. *see*
- II. The name of the Association is Northcliffe A.C.I.A..
- III. The recording data (i.e., Map or Plat reference) for each Section of the Subdivision, and the recording data for the Declaration (i.e., Deed Restrictions) for each Section of the Subdivision is as follows:

Deed Restrictions - Harris County Deed Records

- Section One (1) - County Clerk's File No. G123871;
- Section Two (2) - County Clerk's File No. G898633;
- Section Three (3) - County Clerk's File No. G898632;
- Section Four (4) - County Clerk's File No. H291462;
- Section Five (5) - County Clerk's File No. H407149; and
- Section Six (6) - County Clerk's File No. H619522.

FILED FOR RECORD
8:00 AM

JUN - 6 2012

Stan Stewart
County Clerk, Harris County, Texas

Maps or Plats - Harris County Map Records

- Section One (1) - Volume 288, Page 119;
- Section Two (2) - Volume 292, Page 1 and Volume 300, Page 23;
- Section Three (3) - Volume 280, Page 15; Volume 292, Page 11; and Volume 300, Page 33;
- Section Four (4) - Volume 304, Page 12;
- Section Five (5) - Volume 307, Page 114;
- Section Six (6) - Volume 309, Page 136.

Return to:
Michael T. Garner
Attorney at Law
9801 Westheimer, Ste 302
Houston, TX 77042

082-52-0018

IV. **COLLECTION POLICY:** The Association provides a number of services for the Dove Meadows community. While the vast majority of property owners ("Owners") do timely pay, there is generally a small percentage of owners who do not. The obligation to pay annual assessments/maintenance charges ("assessments") is mandatory for all property owners. The Association's current Collection Policies and Procedures are as follows:

1. The Association mails out invoices at least thirty (30) days before the due date.
2. Payment in full is due annually in advance on January 1 of each year. However, there is no penalty or interest charged so long as the full payment is received by the Association on or before January 31 of each year.
3. Should an Owner fail to pay the full amount of the assessment currently due on or before January 31 of any year, the Association will apply the following schedule:
 - a) At any time after January 31, the Association may authorize the preparation and recording of an Affidavit or Notice of Lien (e.g., identifying the delinquent property by address and legal description, identifying the Owner(s), and evidencing the amount of the current delinquency).
 - b) A delinquent statement including penalty and interest, and any other additional fees will be mailed in February.
 - c) A second delinquent statement including penalty and interest, and any other additional charges will be mailed in March and access to the association facilities will be terminated.
 - d) A management company administrative fee of \$50.00 will be applied to each delinquent account in March of each year.
 - e) A delinquency letter offering a payment plan and a copy of the Association's payment plan policy will be mailed in April with the response by the delinquent party due by May 15th.
 - f) For all sums not addressed by the delinquent party by May 31st, all past due and delinquent sums will be filed and recorded in the County property records as a lien on the property.
 - g) All items that remain delinquent with no payment arrangements, or with defaulted payment arrangements, for one year and which are still outstanding as of February 1st of the following year will be referred to the Association's attorney for legal action.

- h) ALL ITEMS PLACED WITH THE ASSOCIATION'S ATTORNEY WILL REMAIN WITH THE ATTORNEY'S OFFICE UNTIL PAID IN FULL.

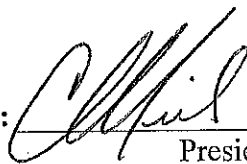
CERTIFICATION

"I, the undersigned, being the President of Northcliffe A.C.I.A., hereby certify that the foregoing Collection Policy Resolution was adopted by at least a majority of the Association's Board of Directors, and such Collection Policy Resolution has never been modified or repealed, and is now in full force and effect."

Northcliffe A.C.I.A..

100

By:



President

Printed name: CHARLOTTE Melburn

Date: 1-19-12

0200222-0020

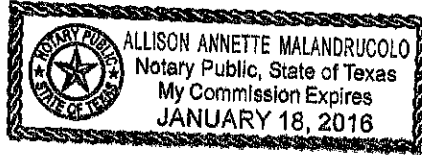
ACKNOWLEDGMENT

THE STATE OF TEXAS §
 §
COUNTY OF Harris §

BEFORE ME, A NOTARY PUBLIC, on this day personally appeared Charlotte Milburn, President of Northcliffe A.C.I.A., a Texas Non-Profit Corporation, known to me to be the person whose name is subscribed to the foregoing instrument and, being by me first duly sworn and declared that he executed same in the capacity and for the consideration therein expressed, and as the act and deed of such Corporation.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the 19 day of January 2012.

Allison Annette Malandrucolo
NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS



Northcliffe A.C.I.A. / Collection Policy

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 herein by me; and was duly RECORDED, in the Official Public Records of Real Property of Harris County, Texas.

JUN - 6 2012



Stu Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS

RECORDER'S MEMORANDUM:
At the time of recordation, this instrument was found to be inadequate for the best photographic reproduction because of illegibility, carbon or photo copy, discolored paper, etc. All blockouts, additions and changes were present at the time the instrument was filed and recorded.

002-52-0021