

MEMORIAL NORTHWEST HOMEOWNERS ASSOCIATION

C/O Consolidated Management Services

2204 Timberloch Place, Suite 245

The Woodlands, Texas 77380

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20120002312
01/03/2012 RPT 133.25

ASSOCIATION'S COLLECTION POLICY

- 4
Notice
\$5.25
- I. The name of the Subdivision is Memorial Northwest.
- II. The name of the Association is MEMORIAL NORTHWEST HOMEOWNERS ASSOCIATION.
- 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:

Map(s) or Plat(s) Records of Harris County, Texas:

- (i) Memorial Northwest, Section One - Volume 166, Page 51;
- (ii) Memorial Northwest, Section Two - Volume 176, Page 42;
- (iii) Memorial Northwest, Section Three - Volume 193, Page 17;
- (iv) Memorial Northwest, Section Four - Volume 212, Page 15;
- (v) Memorial Northwest, Section Five - Harris County Clerk's File No. F497091;
- (vi) Memorial Northwest, Section Six - Harris County Clerk's File No. F497092;
- (vii) Memorial Northwest, Section Seven - Harris County Clerk's File No. F401825;
- (viii) Memorial Northwest, Section Eight - Harris County Clerk's File No. 473410;
- (ix) Memorial Northwest, Section Nine - Volume 319, Page 131;
- (x) Memorial Northwest, Sections Ten and Eleven - Volume 301, Page 133, *et seq.*;
- (xi) Memorial Northwest, Sections Twelve, Fourteen and Fifteen - Volume 193, Page 17;
- (xii) Memorial Northwest, Section Thirteen - Volume 326, Page 31;
- (xiii) Memorial Northwest, Reserve "A" Section Sixteen - Volume 340, Page 130;
- (xiv) Memorial Northwest, Section Seventeen - Volume 333, Page 31;
- (xv) Memorial Northwest, Section Eighteen - Film Code No. 349027;
- (xvi) Memorial Northwest Country Estates - Film Code No. 363089;
- (xvii) Memorial Northwest, Section Nineteen - Volume 341, Page 66;
- (xviii) Memorial Northwest, Section Twenty - Volume 339, Page 10;
- (xix) Memorial Northwest, Section Twenty-One - Volume 346, Page 119;
- (xx) Memorial Northwest, Section Twenty-Four - Volume 144, Page 103; and
- (xxi) 17.0289 Acres out of Nathan Fenney and John House Surveys, Harris County, Texas- Volume 7201, Page 295.

Deed Restrictions (Deed Records of Harris County, Texas):

- (i) Memorial Northwest, Section One - Harris County Clerk's File No. D053555; as amended under Harris County Clerk's File No. Y145180;
- (ii) Memorial Northwest, Section Two - Harris County Clerk's File No. D316026; as amended under Harris County Clerk's File No. Y145188;

- 1921-98-0001
- (iii) Memorial Northwest, Section Three - Harris County Clerk's File No. D614438; as amended under Harris County Clerk's File No. Y145187;
 - (iv) Memorial Northwest, Section Four - Harris County Clerk's File No. E233791; as amended under Harris County Clerk's File No. Y145185;
 - (v) Memorial Northwest, Section Five - Harris County Clerk's File No. F624465; as amended under Harris County Clerk's File No. Y145186;
 - (vi) Memorial Northwest, Section Six - Harris County Clerk's File No. F624464; as amended under Harris County Clerk's File No. Y145194;
 - (vii) Memorial Northwest, Section Seven - Harris County Clerk's File No. F830883; as amended under Harris County Clerk's File No. Y145192;
 - (viii) Memorial Northwest, Section Eight - Harris County Clerk's File No. F830884; as amended under Harris County Clerk's File No. Y145184;
 - (ix) Memorial Northwest, Reserves "A" and "B," Section Eight - Harris County Clerk's File No. H342167; as amended under Harris County Clerk's File No. Y145184;
 - (x) Memorial Northwest, Section Nine - Harris County Clerk's File No. J186262;
 - (xi) Memorial Northwest, Sections Ten and Eleven - Harris County Clerk's File No. J576719;
 - (xii) Memorial Northwest, Sections Twelve, Fourteen and Fifteen - Harris County Clerk's File No. H839932; as amended under Harris County Clerk's File No. Y145189;
 - (xiii) Memorial Northwest, Section Thirteen - Harris County Clerk's File No. J616455;
 - (xiv) Memorial Northwest, Reserve "A" Section Sixteen - Harris County Clerk's File Nos. L674177 and L681141;
 - (xv) Memorial Northwest, Section Seventeen - Harris County Clerk's File No. K242549;
 - (xvi) Memorial Northwest, Section Eighteen - Harris County Clerk's File No. N199873 as amended under Harris County Clerk's File Nos. N304539 and S277741;
 - (xvii) Memorial Northwest Country Estates - Harris County Clerk's File No. R451699;
 - (xviii) Memorial Northwest, Section Nineteen - Harris County Clerk's File No. L849097;
 - (xix) Memorial Northwest, Section Twenty - Harris County Clerk's File No. L355817;
 - (xx) Memorial Northwest, Section Twenty-One - Harris County Clerk's File No. M856150;
 - (xxi) Memorial Northwest, Section Twenty-Four - Harris County Clerk's File No. M361032; and
 - (xxii) 17.0289 Acres out of Nathan Fenney and John House Surveys, Harris County, Texas- Harris County Clerk's File No. F285181; as amended under Harris County Clerk's File No. Y145193.

IV. COLLECTION POLICY: The Association provides a number of services for the Memorial Northwest 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 late fee, 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 late fee of \$50.00 will be added to each delinquent account on February 1st.
 - c) A delinquent statement including penalty and interest, late fees and any other additional fees will be mailed in February.
 - d) A second delinquent statement including penalty and interest, late fees and any other additional charges will be mailed in March and access keys to the association facilities will be turned off.
 - e) A management company administrative fee of \$50.00 will be applied to each delinquent account in March of each year.
 - f) 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.
 - g) 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.
 - h) 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 legal committee for action.

- i) 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 Memorial Northwest Homeowners Association, 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."

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

MEMORIAL NORTHWEST HOMEOWNERS ASSOCIATION

By: Craig Chaszar,
 President
 Printed name: CRAIG CHASZAR

JAN -3 2012



Stan Starnant
 COUNTY CLERK
 HARRIS COUNTY, TEXAS

ACKNOWLEDGMENT

FILED FOR RECORD
 8:00 AM

JAN -3 2012

THE STATE OF TEXAS §
 §
 COUNTY OF HARRIS §

Stan Starnant
 County Clerk, Harris County, Texas

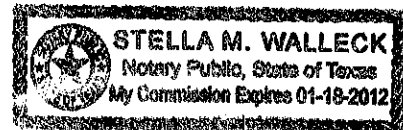
BEFORE ME, A NOTARY PUBLIC, on this day personally appeared CRAIG CHASZAR President of MEMORIAL NORTHWEST HOMEOWNERS ASSOCIATION, a Texas Non-Profit Corporation, known to me to be the person whose name is subscribed to the foregoing instrument and, being by me first duly sworn and declared that he executed 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 12th day of December, 2011.

Stella M. Walleck
 NOTARY PUBLIC IN AND FOR
 THE STATE OF TEXAS

Memorial Northwest Homeowners Association / Collection Policy

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RETURN TO:

Consolidated Management Services
 2204 Timberloch Place, Suite 245
 The Woodlands, Texas 77380