



DOC#07437

2026-2681-293

Canyon Park Property Owners Association
PO Box 1735
Onalaska, TX 77360
(936) 646-4445
canyonparkpoa2020@gmail.com

Canyon Park Property Owners Association Assessment Collection Policy

The Canyon Park Property Owners Association (CPPOA) provides essential services to the Canyon Park Community. To pay for these services, the CPPOA is authorized by its deed restrictions to levy "assessments," also referred to as maintenance fees, against the lot owner(s) in the subdivision. The CPPOA deed restrictions place each lot in the subdivision under a contractual lien, generally referred to as an "Assessment Lien," to secure payment.

The obligation to pay all assessments against a lot is the obligation of each lot owner(s).

The assessment of maintenance fees is due January 31st of the current year. Yearly payments are encouraged. For monthly payments to be considered, the property owner must pay at least 1/12 of the total annual maintenance monthly per lot per month. If payments are not made either monthly or annually by January 31st, the account will be considered delinquent and a (five) \$5.00 per lot per month late fee will be added to the account for every month of nonpayment, these fees accumulate until the account is brought current.

The following steps shall be taken to secure payment of all assessments due.

1. An invoice showing the amount due for the calendar year and any subsequent prior amounts shall be sent by January 1st of each year.
2. If a payment is not received by June 30th of the same calendar year, a past due "FIRST DEMAND NOTICE of DELINQUENCY" shall be mailed to the address on file or emailed to the email address on file with all past due amounts listed. If eligible you may request an alternative payment plan which is outlined in the Canyon Park Property Owners Association Guidelines for an Alternative Payment Schedule. This reminder invoice will be the "First Demand Notice of Delinquency" and must be noted as such on the letter. Payment is due immediately. Late fees will continue to accrue for non-payment and are also subject to administrative fees in accordance with the instrument "Administrative Fee Assessments" filed in Polk County, Texas.
3. If payment, is not made within 30 days of the First Demand Notice of Delinquency, then a SECOND AND FINAL NOTICE OF DELINQUENCY" including a statement with past due amount and intent to file lien will be mailed by certified mail return receipt requested to the address on file. Payment is due upon receipt. Late fees will continue to accrue for non-payment can be subject to administrative fees in accordance with the instrument "Administrative Fee Assessments" filed with Polk County, Texas.



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4. If full payment is not made within 90 days of the "SECOND DEMAND and FINAL NOTICE of DELINQUENCY" the CPPOA may file a lien against the property owner.
- a. Partial payments at any point do not reset the clock for lien processing.
 - b. Payment plans do not reset the clock for lien processing if a payment is missed during the payment plan term.
 - c. CPPOA will record a "NOTICE OF ASSESSMENT LIEN" in the official public records of Polk County to put third parties on notice that there are unpaid assessments.
 - d. CPPOA also has the option to turn the account over to legal counsel for a "judicial lawsuit" and obtain a judgement against the property owner for all assessments owed, as well as legal fees incurred. Judicial lawsuits can be the basis for expedited foreclosure.

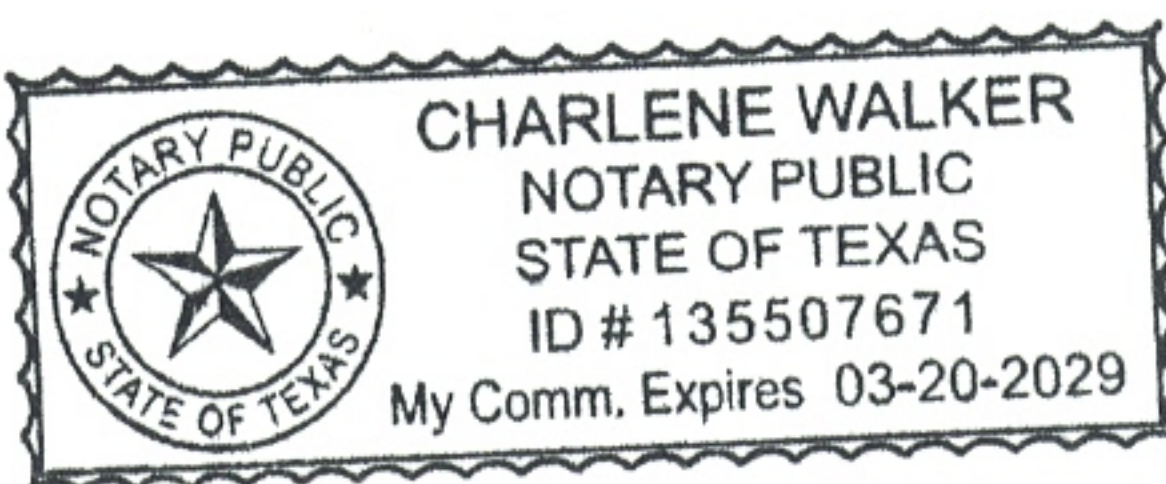
President Robert Simard Date 8/12/26
CPPOA Board President – Robert Simard

State of Texas
County of Polk

This instrument was acknowledged before me on August 12th 2026 by

Robert Simard, the President of Canyon Park Property Owners Association, Inc. a non-profit organization.

Charlene Walker Date 8/12/26
Notary of the State of Texas



FILED FOR RECORD
Wednesday, August 12, 2026 4:00 PM

SCHELANA HOCK
POLK COUNTY CLERK

STATE OF TEXAS • COUNTY OF POLK
I, SCHELANA HOCK hereby certify that the instrument was in the file number
sequence on the date and at the same time stamped heron by me and was duly
RECORDED in the Official Public Records in Volume and Page of the named
RECORDS OF Polk County, Texas
as stamped heron by me.

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Scyelana Hock
COUNTY CLERK
POLK COUNTY, TEXAS



2026-2681-295

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