

**CONROE BAY CIVIC ASSOCIATION**

P. O. Box 465  
Willis, Texas 77378

**ASSOCIATION'S COLLECTION POLICY**

- I. The name of the Subdivision is CONROE BAY.
- II. The name of the Association is CONROE BAY CIVIC ASSOCIATION.
- III. The recording data (i.e., Map or Plat reference) for each Section of the Subdivision is as follows:

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

- (i) Conroe Bay Subdivision, a subdivision situated in Montgomery County, Texas, according to the map or plat thereof recorded in Volume 11, Page 60 of the Map Records of Montgomery County, Texas.

- IV. The recording data for the Declaration (sometimes referred to as the Restrictions or the Deed Restrictions) for each Section of the Subdivision is as follows:

**Declarations (Deed Records of Montgomery County, Texas):**

- (i) Covenants, Conditions and Restrictions for CONROE BAY Subdivision recorded under County Clerk's File No. 331854.
- (ii) A first "Amendment to Conroe Bay Restrictions" recorded under County Clerk's File No. 7826258.
- (iii) A second "Amendment to Conroe Bay Restrictions" recorded under County Clerk's File No. 7922484.
- (iv) A third "Amendment to Conroe Bay Restrictions" recorded under County Clerk's File No. 8004914.
- (v) The "Conroe Bay Restrictions August 18, 1994" (the fourth Amended Restrictions) recorded under County Clerk's File No. 9455519.
- (vi) A "Fifth Amendment to Restrictions for Conroe Bay Subdivision" recorded under County Clerk's File No. 9620426.

- V. **COLLECTION POLICY:** The Association provides a number of services for the Conroe Bay residential 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. This instrument supersedes any prior Collection Policy filed by the Association. 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.
- 3. Should an Owner fail to pay the full amount of the assessment currently due within thirty (30) days after the due date of any year, the Association will apply the following schedule:

- a) At any time thereafter, 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 \$35.00 will be added to each delinquent account on the 1<sup>st</sup> day of the next month following the due date.
- c) A delinquent statement including penalty and interest, late fees and any other additional fees will be mailed.
- d) A delinquency letter offering a payment plan and a copy of the Association's payment plan policy will thereafter be mailed.
- e) During the course of a payment plan, the Association may charge interest at the rate it is entitled to under its Governing Documents and may also charge reasonable costs of administering the payment plan.
- f) If an Owner(s) default(s) on a payment plan, the payment plan is automatically terminated and the Association is not obligated to make another payment plan with that owner(s) relative to annual assessments and/or special assessments for the next two (2) years.
- g) All items that remain delinquent with no payment arrangements, or with defaulted payment arrangements, may be referred to the Association's Attorney for a legal demand letter(s) and further legal action as may be authorized by the Association.
- h) Pursuant to the Restrictions, and pursuant to applicable Texas Statutory Law, legal fees, expenses and costs incurred in the Association's effort to collect a delinquent assessment account (including, but not limited to, the preparation and recording of a Notice of Lien and/or subsequent Release of Lien), will be charged back to the assessment account and shall be secured by the Association's assessment lien, and reimbursement thereof shall be the responsibility of the Owner(s).
- i) All delinquent items, whether with the attorney's office or whether being handled by the Association, are subject to periodic review by the Association's Finance Committee.
- j) All items placed with the Association's attorney will remain with the attorney's office until paid in full.
- k) Additional fees which may be charged by the Association include the following: 1) Transfer Fee - \$100.00; 2) Refinance Fee - \$50.00; 3) Resale Certificate - \$100.00; and 4) returned Check Fee - \$25.00 (in addition to any bank charges).

"I, the undersigned, being the President of CONROE BAY CIVIC ASSOCIATION, hereby certify that the foregoing Payment Plan Resolution was adopted by at least a majority of the Association's Board of Directors, and such Payment Plan Resolution has never been modified or repealed, and is now in full force and effect."

**CONROE BAY CIVIC ASSOCIATION  
(a Texas Non-Profit Corporation)**

By: *James D. Bell*  
JAMES D. BELL, President

**ACKNOWLEDGMENT**

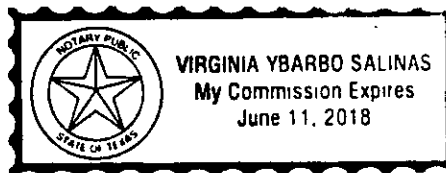
**THE STATE OF TEXAS           §  
  §  
COUNTY OF MONTGOMERY   §**

**BEFORE ME, A NOTARY PUBLIC, on this day personally appeared JAMES D. BELL, President of CONROE BAY CIVIC 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 she 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 9<sup>th</sup> day of January, 2015.**

*Virginia Ybarbo Salinas*  
**NOTARY PUBLIC IN AND FOR  
THE STATE OF TEXAS**

**After recording, return to:  
Conroe Bay Civic Association  
P. O. Box 465  
Willis, Texas 77378**



**FILED FOR RECORD**

03/03/2015 11:17AM

*Mark Jumball*

COUNTY CLERK  
MONTGOMERY COUNTY, TEXAS

STATE OF TEXAS  
COUNTY OF MONTGOMERY

I hereby certify 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 Montgomery County, Texas.

**03/03/2015**



*Mark Jumball*

County Clerk  
Montgomery County, Texas