



WOODLANE FOREST CIVIC ASSOCIATION, INC.
COLLECTION POLICY

WHEREAS, the Woodlane Forest Civic Association, Inc., a Texas non-profit corporation; (the "Association"), which is governed by its Board of Directors (the "Board"), is the governing entity of the Woodlane Forest C.A. and authorized to enact this Policy; and

WHEREAS, this Collection Policy applies to the operation and utilization of property commonly known as Woodlane Forest; and

WHEREAS the Board of Directors of the Association desires to establish guidelines to administer collection procedures for delinquent amounts owed to the Association in compliance with Chapter 209 of the Texas Property code; and

NOW THEREFORE, the Board of Directors of the Association hereby adopts the following Collection Policy pursuant to Chapter 209 of the Texas Property Code:

This collection policy was approved by the Board of Directors for Woodlane Forest C.A., Inc. on the 9th day of October, 2019.

1. Yearly maintenance fee statements will be mailed out during the month of December prior to the upcoming January due date.
2. Yearly maintenance fees are due on January 1st of each calendar year. They become delinquent on March 1st of each calendar year.
3. Interest will begin accruing on March 1st of each calendar year on any delinquent accounts.
4. Late statements will be sent to all delinquent accounts during the first week in February, March, April, and May each calendar year.
5. 209 collection letters will be mailed out via certified and regular mail to all delinquent accounts during the first week in June of each calendar year.
6. Accounts that are 9 months delinquent will be contacted by phone or in person by a Board member.
7. Accounts that are 12 months delinquent will be addressed by a Lawsuit Feasibility Committee in accordance with the Bylaws of WFCA.
8. Per the recommendation of the Lawsuit Feasibility Committee, as reported at the next General Meeting of the WFCA, a motion will be made to pursue the issue in court. The matter will be voted on at the next General Membership Meeting. Once passed, the Board will vote on turning the account over to an attorney for collection or pursuing the collection in small claims court by (a) Board member(s).

**Woodlane Forest Civic Association
Payment Plan Policy February 2019**

- 1. Owners are intitled to one approved payment plan to pay their assesments.**
- 2. The payment plan can be entered into by the Treasurer and one additional Board member.**
- 3. All payment plans require a down payment of 20% of the total amount due at the time of the approval of the payment plan.**
- 4. The balance can be paid off in no more than 9 equal payments.**
- 5. If an owner defaults on the payment plan by missing one monthly payment, the payment plan is automatically terminated and the Association can pursue legal action.**
- 6. Alternative payment plans proposals must be submitted to and approved by the Board of the WFCA. The Association is not obligated to approve alternative payment plans. No payment plans may be longer than 18 consecutive months.**
- 7. The Association will not charge late fees during the course of a payment plan but can charge interest at the rate it is intitled to under its Governing documents, in the event of default.**
- 8. The property owner party to the payment plan agrees to pay any legal fees and reasonable costs of administering the plan in the event of default.**

CERTIFICATION

"I, the undersigned, being the President of the Woodlane Forest Civic Association, Inc., hereby certify that the foregoing Resolution was adopted by at least a majority of the Association Board of Directors."

By: Tim Turner, President

Print Name: TIM TURNER

ACKNOWLEDGEMENT

STATE OF TEXAS

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COUNTY OF MONTGOMERY

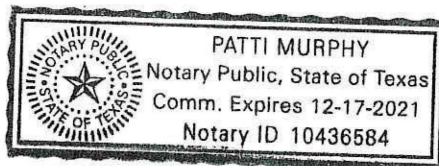
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BEFORE ME, the undersigned authority, on this day personally appeared Tim Turner, President of the Woodlane Forest C.A., Inc., and known by me to be the person whose name is subscribed to the foregoing document and, being by me first duly sworn, declared that he is the person who signed the foregoing document in his representative capacity and that the statements contained therein are true and correct.

Given under my hand and seal of office this the 5th day of December, 2019

Patti Murphy
Notary Public, State of Texas

Dr Bob Reynolds
✓ 31210 Chelsie
Magnolia, TX
77354



FILED FOR RECORD
06/07/2021 10:22AM



COUNTY CLERK
MONTGOMERY COUNTY, TEXAS

STATE OF TEXAS,
COUNTY OF MONTGOMERY

I hereby certify that this instrument was filed in the file number
sequence on the date and time stamped herein
by me and was duly RECORDED in the Official Public
Records of Montgomery County, Texas.

06/07/2021



County Clerk
Montgomery County, Texas

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