



LT1-1-2012035952-1

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AFFIDAVIT FOR FILING DEDICATORY INSTRUMENTS

STATE OF TEXAS)
)
COUNTY OF MONTGOMERY)

KNOW ALL BY THESE PRESENTS:

WHEREAS section 202.006 of the Texas Property Code requires that a property owners' association file its dedicatory instruments in the real property records of the county in which the property is located, and

WHEREAS the Decker Oaks Estates Community Association, Inc. is a property owners' association as the term is defined in the Texas Property Code and has property located in Montgomery County, Texas,

NOW THEREFORE, true copies of the following dedicatory instruments of the Decker Oaks Estates Community Association, Inc. which have not been previously filed in the public records of Montgomery County are attached hereto, including:

Decker Oaks Estates Collection Procedure Revised March 21, 2012

FURTHER, other dedicatory instruments of the Decker Oaks Estates Community Association, Inc. have already been filed in the public records of Montgomery County and these documents supplement the previously filed documents.

SIGNED on this 10th day of April, 2012.

Signature: *Susan Gonzales*
By: Susan Gonzales
Title: CKM Property Management, Managing Agent for
Decker Oaks Estates Community Association, Inc.

STATE OF TEXAS)
)
COUNTY OF MONTGOMERY)

This instrument was acknowledged before me on this 10th day of April, 2012 by Susan Gonzales.

Signature: *Linda Schaefer*
By: Linda Schaefer
Title: Notary in and for the State of Texas
My commission expires on 05/15/14



Return to: C.K.M. Property Management, Inc.
P.O. Box 160
Tomball, TX 77377-0160
281-255-3055



LT2-3

COLLECTIONS PROCEDURE

Be it resolved, that the Board of Directors has adopted the following resolution to address the collections process for the Decker Oaks Estates Subdivision on October 26, 2010. Revised March 21, 2012.

1. On February 1st – All accounts with any unpaid balance and not enrolled in a payment plan will be charged a late fee of \$25 if the account balance exceeds \$50 and sent a delinquent balance notice by the management company.
2. The first week of March – All accounts with any unpaid balance and not enrolled in a payment plan will be sent a second delinquent balance notice by the management company.
3. The first week of April – The management company will send a demand letter to all accounts with any unpaid balance that do not have a lien recorded and not enrolled in a payment plan stating that a notice of lien will be recorded and that the account will be turned over to an attorney for collection if payment is not received or a payment plan established within 30 days, and the account will be charged for all lien fees, attorney fees and costs. If the account already has a lien recorded, the management company will send a demand letter stating that the account will be turned over to an attorney for collection if payment is not received or a payment plan established within 30 days, and the account will be charged for all attorney fees and costs.
4. 30 days after demand letter is sent -
 - 4.1. If no payment plan is established, the management company will submit a list of all accounts with any unpaid balance to the DOECA Treasurer for review with the Board. If approved by the Board, all delinquent accounts without a recorded lien, an unpaid balance above \$150 and not enrolled on a payment plan will be charged a lien fee and a lien will be recorded against the property.
 - 4.2. All accounts with any unpaid balance under \$500 and not enrolled in a payment plan will continue to receive statements and collection efforts will continue by the management company.
 - 4.3. If no payment plan is established and the account balance is above \$500, the account will be turned over to an attorney for collection and it will be requested that the attorney issue a demand letter and the attorney demand letter fee will be charged to the Property Owner's account. Once the terms expire contained in the attorney demand letter and the account is not paid in full or a payment plan established then;
 - 4.3.1. If the balance exceeds \$1000, the management company will alert the Board that a review of the account is needed in order to determine if Small Claims suit is necessary.
5. Small Claims suits will be handled by the Association's attorney for an additional fee that will be billed to the Property Owner's account.
6. On February 1st of the subsequent year, the management company will begin the collection process anew with the current years dues added to the outstanding balance.

FILED FOR RECORD

04/23/2012 1:04PM

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.

04/23/2012



Mark Jumball

County Clerk
Montgomery County, Texas