PI2-20120003885-3

SCANNED

TROPHY RIDGE HOMEOWNERS ASSOCIATION, INC.
ASSESSMENT COLLECTIONS POLICY

STATE OF TEXAS §
§ KNOW ALL MEN BY THESE PRESENTS:
COUNTY OF BEXAR §

WHEREAS, Trophy Ridge Homeowners Association, Inc. (the "Association") is a property owners association established and governed by that certain Declaration of Covenants, Conditions and Restrictions for Trophy Ridge Subdivision, Unit 1, recorded and filed on July 27, 2004 as Document # 20040170290 in Volume 10880, Pages 582 - 630 of the Official Public Records of Bexar County, Texas, as made applicable to Unit 2 by that certain document recorded and filed on August 24, 2005 as Document # 20050193648 of the Official Public Records of Bexar County, Texas, as made applicable to Unit 3 by that certain document recorded and filed on March 23, 2006 as Document # 20060064050 of the Official Public Records of Bexar County, Texas, as made applicable to Unit 4 by that certain document recorded and filed on February 28, 2008 as Document # 20080040643 of the Official Public Records of Bexar County, Texas, and as made applicable to Unit 5 by that certain document recorded and filed on February 11, 2011 as Document # 20110025117 of the Official Public Records of Bexar County, Texas (the "Declaration");

WHEREAS, the Association is also governed by those certain Bylaws recorded in Document #20050164501 of the Official Public Records of Real Property of Bexar County, Texas (the "Bylaws");

WHEREAS, pursuant to the Declaration and the Bylaws, the management of the Association's business and affairs, including the collection of assessments and other amounts owed the Association, is vested in the Association's Board of Directors (the "Board");

WHEREAS, the Board has determined that it is in the best interests of the Association and its members (the "Members") to adopt a collections policy to provide for prompt communication with Members concerning assessment obligations and for referral of delinquent accounts to the Association's legal counsel;

NOW, THEREFORE, I hereby certify that on the 15th day of November, 2011, the Board adopted the following "***Assessment Collections Policy***" (the "Policy") in accordance with the Declaration and the Bylaws:

1. For purposes of the Policy, the term "Assessments" refers to assessments and other amounts the Association is authorized to collect pursuant to the Declaration and the Bylaws.

2. Written statements for Assessments shall be provided to the Members at least 10 days in advance of the due date.

3. If a Member's account is delinquent for 30 days, then the Association's manager may provide to the Member written courtesy that specifies each delinquent amount and the total amount of the payment required to make his/her account current.

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4. If a Member's account is delinquent for 90 days, then the Association's manager shall provide to the Member a final written notice by certified mail, return receipt requested, that: (a) specifies each delinquent amount and the total amount of the payment required to make his/her account current; (b) describes the options the Member has to avoid having his/her account turned over to a collection agent (including but not limited to an attorney), including information regarding availability of a payment plan through the Association; and (c) provides a period of at least 30 days for the Member to cure the delinquency before further collection action is taken (the "Final Notice").

5. If a Member has not cured the delinquency by the deadline set forth in the Final Notice, then the Member's account may be referred to the Association's legal counsel for collections, including but not limited to sending a demand letter, filing a lien and commencing a lawsuit.

EXECUTED this 15 day of November, 2011.

TROPHY RIDGE HOMEOWNERS ASSOCIATION, INC., a Texas Non-profit Corporation

By: _____
Sandra Johnson, President

STATE OF TEXAS §
§
COUNTY OF BEXAR §

I hereby certify that the foregoing instrument was acknowledged before me, the undersigned Notary, by Sandra Johnson, President of Trophy Ridge Homeowners Association, Inc., a Texas non-profit corporation, on the date of execution set forth above.

Kari K Cook
Notary Public, State of Texas

NOTARY PUBLIC STATE OF TEXAS
KARI K. COOK
Notary Public, State of Texas
My Commission Expires
September 17, 2015

ATTEST:

Adrienne Martinez, Secretary

STATE OF TEXAS §
§
COUNTY OF BEXAR §

I hereby certify that the foregoing instrument was acknowledged before me, the undersigned Notary, by Adrienne Martinez, Secretary of Trophy Ridge Homeowners Association, Inc., a Texas non-profit corporation, on the date of execution set forth above.

Notary Public, State of Texas

KARI K. COOK
Notary Public, State of Texas
My Commission Expires
September 17, 2015

Any provision herein which restricts the sale, or use of the described real property because of race is invalid and unenforceable under Federal law
STATE OF TEXAS, COUNTY OF BEXAR
I hereby Certify that this instrument was FILED in File Number Sequence on this date and at the time stamped hereon by me and was duly RECORDED in the Official Public Record of Real Property of Bexar County, Texas on:

JAN 09 2012

COUNTY CLERK BEXAR COUNTY, TEXAS

Doc# 20120003885 Fees: $24.00
01/09/2012 3:08PM # Pages 3
Filed & Recorded in the Official
Public Records of BEXAR COUNTY
GERARD C. RICKHOFF COUNTY CLERK