



**ADDITIONAL DEDICATORY INSTRUMENT  
for  
GREATWOOD COMMUNITY ASSOCIATION, INC.**

THE STATE OF TEXAS           §  
  §  
COUNTY OF FORT BEND       §

BEFORE ME, the undersigned authority, on this day personally appeared Margaret R. Maddox who, being by me first duly sworn, states on oath the following:

My name is Margaret R. Maddox I am over twenty-one (21) years of age, of sound mind, capable of making this affidavit, authorized to make this affidavit, and personally acquainted with the facts herein stated:

I am the Attorney/Agent for GREATWOOD COMMUNITY ASSOCIATION, INC. Pursuant with Section 202.006 of the Texas Property Code, the following documents are copies of the original official documents from the Association's files:

1. **COLLECTION POLICY**
2. **RESOLUTION REGARDING COVERED PATIOS**
3. **RESOLUTION REGARDING AMENDED ARCHITECTURAL CONTROL GUIDELINES FOR LIGHTING**
4. **RESOLUTION REGARDING AMENDED ARCHITECTURAL CONTROL GUIDELINES FOR FENCES**

for

**GREATWOOD COMMUNITY ASSOCIATION, INC.  
A TEXAS NON-PROFIT CORPORATION**

DATED this 8<sup>th</sup> day of November, 2023.

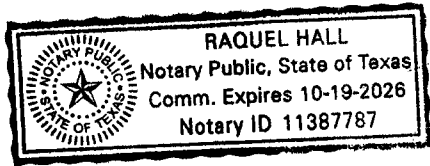
**GREATWOOD COMMUNITY  
ASSOCIATION, INC.**

BY: *Margaret R. Maddox*

Margaret R. Maddox, Attorney/Agent  
(Printed Name)

THE STATE OF TEXAS           §  
  §  
COUNTY OF HARRIS           §

THIS INSTRUMENT was **acknowledged** before me on this the 8<sup>th</sup> day of November, 2023 by the said Margaret R. Maddox, Attorney/Agent for GREATWOOD COMMUNITY ASSOCIATION, INC., a Texas non-profit corporation, on behalf of said corporation.



Raquel Hall  
NOTARY PUBLIC IN AND FOR  
THE STATE OF TEXAS

After Recording Return To:  
Daughtry & Farine, P.C.  
17044 El Camino Real  
Houston, Texas 77058  
ATTN: MRM

**GREATWOOD COMMUNITY ASSOCIATION, INC.  
POLICY REGARDING COLLECTION OF ASSESSMENTS  
(Amended and Restated October 2023)**

WHEREAS, Article 1396-2.02(15) of the Texas Non-Profit Corporation Act and/or its successor thereto authorizes non-profit corporations to have and exercise all powers necessary or appropriate to effect any or all of the purposes for which the corporation is organized;

WHEREAS, it is the express intent of the Board of Directors of the GREATWOOD COMMUNITY ASSOCIATION, INC. (“Association”) to actively pursue all available collection remedies, contained both in the governing documents and in state law, for any outstanding amounts owed by property owners as reflected on the assessment accounts for each Lot kept by the Association. Such remedies may include, but are not limited to, enforcement of the property owner's personal obligation to pay assessments and/or placement of a lien and/or foreclosure of the Association's lien against a Lot; and

WHEREAS, the Board of Directors of the Association desires to adopt a policy establishing a general procedure for the collection of assessments.

NOW THEREFORE, BE IT RESOLVED that the following Collection Policy is hereby adopted:

**COLLECTION POLICY**

**ACTION BY ASSOCIATION:**

1. Annual statements to be mailed out no later than December 1<sup>st</sup>.
2. Annual assessments are due as of January 1<sup>st</sup>.
3. All assessments are due no later than January 31<sup>st</sup> to avoid late fees.
4. Accounts that are delinquent (and have not made payment arrangements) as of February 1<sup>st</sup> will be assessed a late fee.
5. Certified letters to go out between March 15<sup>th</sup> and April 1<sup>st</sup> for accounts with a balance larger than \$300.00 and that are not already in legal. Certified letters are to comply with Chapter 209 of the Texas Property Code requirements and shall not be sent out prior to 30 days after the initial notice to the homeowner.

(The last notice going to the owners should state that unless payment is received the account will be turned over to the attorney and additional fees will be incurred.)

6. Accounts for which certified letters were sent and no response was received will be turned over to legal after May 15<sup>th</sup>.

Upon turning an account over to the attorney, Association shall flag that account and consult the attorney before depositing any payments received for that owner's account. Once an account is being handled by the attorney's office, the Association may still accept full payment for assessments which come due after the account was turned over, and which are not yet delinquent.

Payment plan administrative fee shall be in accordance with the established Fee Policy.

**ACTION BY THE ATTORNEY:**

1. Attorney's letters to go out upon receipt of request from the Association, allowing 31 days for payment to attorney's office.
2. If the homeowner contacts the attorney, attorney is authorized to work out an agreed payment plan to include approximate additional expenses to resolve the issue, which is in compliance with the Association's adopted Policy Regarding Alternative Payment Schedules.
3. A written authorization to file suit will be given to attorney prior to any lawsuit or foreclosure action being filed.
4. If authorized by the Board, assessment liens may be filed no earlier than 90 days after the date of the certified letter sent by the Association.

This Resolution supersedes any previously adopted resolution regarding assessment and collections.

Adopted this 26 day of OCTOBER, 2023, by at least a majority of the Board of Directors of the Association.

**GREATWOOD COMMUNITY  
ASSOCIATION, INC.**

Signature

Print Name & Title:

JIM KRUPA SECRETARY