

## NOTTINGHAM COUNTRY COMMUNITY IMPROVEMENT ASSOCIATION, INC.

### PROPERTY OWNERS' ASSOCIATION COLLECTION POLICY

- I. The name of the Subdivision(s) is/are Nottingham Country, Sections One (1), Two (2), Three (3), Four (4), Six (6), Seven (7), Eight (8) and Nine (9), and Mason Creek Park, Section One (1).
- II. The name of the Association is NOTTINGHAM COUNTRY COMMUNITY IMPROVEMENT ASSOCIATION, INC.
- III. The recording data (i.e., Map or Plat reference) for each Section of the Subdivision, and the recording data for the Declaration (i.e., "Restrictions" or "Deed Restrictions") for each Section of the Subdivision are as follows:

(i) Map(s) or Plat(s):

Nottingham Country, Section One (1) -	D641611;
Replat Nottingham Country, Section One (1) -	D781339;
Nottingham Country, Section Two (2) -	D856188;
Corrected Nottingham Country, Section Two (2) -	D735098;
Nottingham Country, Section Three (3) -	E233034;
Nottingham Country, Section Four (4) -	E712798;
Nottingham Country, Section Six (6) -	E949286;
Nottingham Country, Section Seven (7) -	F480639;
Nottingham Country, Section Eight (8) -	G139208;
Nottingham Country, Section Nine (9) -	G139192; and
Mason Creek Park, Section One (1) -	F828507.

(ii) and Deed Restrictions:

Nottingham Country, Section One (1) -	D649702;
Nottingham Country, Amendment Section One (1) -	D846832;
Nottingham Country, Section Two (2) -	E066394;
Nottingham Country, Section Three (3) -	E616795;
Nottingham Country, Section Four (4) -	F253600;
Nottingham Country, Section Six (6) -	F390729;
Nottingham Country, Amendment Section Six (6) -	G179347;
Nottingham Country, Section Seven (7) -	G003653;
Nottingham Country, Section Eight (8) -	G712708;
Nottingham Country, Section Nine (9) -	G075347; and
Mason Creek Park, Section One (1) -	G180262.

- IV. **COLLECTION POLICY:** The following Collection Policy was approved by at least a majority vote of the Board of Directors of NOTTINGHAM COUNTRY COMMUNITY IMPROVEMENT ASSOCIATION, INC. (the "Board"), at a duly called Meeting of the Board, at which Meeting a quorum was present. The Association provides a number of services for the Nottingham Country and Mason Creek Park community. While the vast majority of property owners ("Owners") do timely pay, there is generally a percentage of owners who do not. The obligation to pay annual assessments/maintenance charges ("assessments") is mandatory for all property owners. The Association's current Collection Policies and Procedures, which supersede and replace any previously recorded Collection Policy, are as follows:

RP-2021-502307

1. The Association mails out invoices at least thirty (30) days before the due date.
2. Payment in full is due annually in advance on January 1 of each year. However, there is no late fee, penalty or interest charged so long as the full payment is received by the Association on or before January 31 of each year.
3. Should an Owner fail to pay the full amount of the assessment currently due on or before January 31 of any year, the Association may apply the following schedule:
  - a) At any time after January 31, 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). The amount of the current delinquency will include the costs of preparing and recording the Affidavit or Notice of Lien.
  - b) A ten percent (10%) late fee will be added to each delinquent account on February 1st.
  - c) An administrative fee or fees may be applied to each delinquent account. Further, the charge(s) for any managerial follow-up, notice and/or demand letters, as applicable, will be applied to the Owner's assessment account.
  - d) During the course of a payment plan, the Association may charge interest at the rate it is entitled to under its Governing Documents/Dedicatory Instruments and may also charge reasonable costs of administering the payment plan (which may be a one-time charge or charged per month). There may also be a fee charged for setting up the payment plan.
  - e) 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.
  - f) 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.
  - g) 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 Affidavit of Delinquent Assessments and/or subsequent Release thereof), 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).
  - h) All delinquent items, whether with the attorney's office or whether being handled by the manager, are subject to periodic review by the Association's Legal Committee.
  - i) Returned Check Fee(s), in addition to any bank charges, will be charged to the Owner(s), and reimbursement thereof shall be the responsibility of the Owner(s).

j) All items placed with the Association's attorney will remain with the attorney's office until paid in full.

**CERTIFICATION**

"I, the undersigned, being the President of NOTTINGHAM COUNTRY COMMUNITY IMPROVEMENT ASSOCIATION, INC., hereby certify that the foregoing Collection Policy Resolution was adopted by at least a majority of the Association's Board of Directors, and such Collection Policy Resolution has never been modified or repealed, and is now in full force and effect."

**NOTTINGHAM COUNTRY COMMUNITY IMPROVEMENT ASSOCIATION, INC.**

By: *Don Mach*  
DON MACH, President

**ACKNOWLEDGMENT**

THE STATE OF TEXAS     §  
  §  
COUNTY OF HARRIS     §

**BEFORE ME, A NOTARY PUBLIC**, on this day personally appeared DON MACH, President of NOTTINGHAM COUNTRY COMMUNITY IMPROVEMENT ASSOCIATION, INC., 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 he 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 12 day of August, 2021.



*Melanie Gainer*  
**NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS**

**After recording, return to:**  
Chaparral Management Company-Katy (CMC-Katy)  
1400 Broadfield Blvd., Suite 600  
Houston, Texas 77084

**Nottingham Country Community Improvement Association, Inc. / Collection Policy**

RP-2021-502307

RP-2021-502307  
# Pages 4  
09/01/2021 04:05 PM  
e-Filed & e-Recorded in the  
Official Public Records of  
HARRIS COUNTY  
TENESHIA HUDSPETH  
COUNTY CLERK  
Fees \$26.00

RECORDERS MEMORANDUM

This instrument was received and recorded electronically and any blackouts, additions or changes were present at the time the instrument was filed and recorded.

Any provision herein which restricts the sale, rental, or use of the described real property because of color or race is invalid and unenforceable under federal law.

THE STATE OF TEXAS  
COUNTY OF HARRIS

I hereby certify that this instrument was FILED in File Number Sequence on the date and at the time stamped hereon by me; and was duly RECORDED in the Official Public Records of Real Property of Harris County, Texas.



*Teneshia Hudspeth*  
COUNTY CLERK  
HARRIS COUNTY, TEXAS

RP-2021-502307