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**SECRETARY'S CERTIFICATE OF  
Quail Forest Homeowners Association, Inc.**

THE STATE OF TEXAS

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF HARRIS

The undersigned, being the duly elected, qualified, and acting Secretary of Quail Forest Homeowners Association, Inc., a Texas non-profit corporation, the corporation set forth and described in that certain "Declaration of Covenants, Conditions and Restrictions for Quail Forest, Section One" filed for record under County Clerks File No. F837508 and in that certain "Declaration of Covenants, Conditions and Restrictions for Quail Forest, Section Two" filed for record under County Clerks File No. H724955 of the Real Property Records of Harris County, Texas, and all amendments and supplements thereto (said recorded documents and all exhibits and amendments thereto being referred to as "Declaration"); the undersigned Secretary further being the keeper of the minutes and records of said corporation, does hereby certify that the following are true and correct copies of the following described documents attached hereto:

- (A). Collection Policy- this policy replaces and supersedes the policy filed under file number 20120036354 and any and all collection policies previously filed of record

IN WITNESS WHEREOF, the undersigned has hereunto set his hand and at Cypress, Texas, the 27 day of August, 2018.

Karen Warner, Secretary of  
Quail Forest Homeowners Association, Inc.  
a Texas non-profit Corporation

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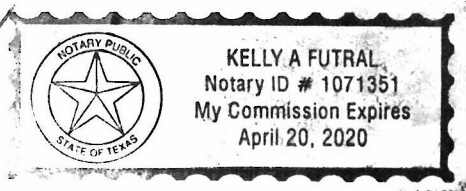
THE STATE OF TEXAS

COUNTY OF HARRIS

This instrument, was acknowledged before me on the 27 day of August, 2018, by Karen Warner, Quail Forest Homeowners Association, Inc., a Texas non-profit Corporation, on behalf of said corporation.

Notary Public in and for the State of Texas

Record and Return to: Quail Forest Homeowners Association, Inc. ✓  
c/o Creative Management Company  
8323 Southwest Freeway, Suite #330  
Houston, TX 77074



**CORPORATE RESOLUTION**  
**Quail Forest Homeowners Association, Inc.**  
**A Texas Non-Profit Corporation**

**Collection Policy**

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The undersigned, being the duly elected, Board of Directors for Quail Forest Homeowners Association, Inc., a Texas non-profit corporation, (the "Association"), does hereby certify that the following is a true and correct resolution of this corporation as adopted by the Board of Directors (the "Board") at a duly called meeting held on August 27, 2018.

WHEREAS, the Association is responsible for governance and maintenance of Quail Forest Homeowners Association, Inc. as described in the in that in that certain "Declaration of Covenants, Conditions and Restrictions for Quail Forest, Section One" filed for record under County Clerks File No. F837508 and in that certain "Declaration of Covenants, Conditions and Restrictions for Quail Forest, Section Two" filed for record under County Clerks File No. H724955 in the Real Property Records of Harris County, Texas, and all amendments and supplements thereto (said recorded documents and all exhibits and amendments thereto being referred to as "Declaration");and

WHEREAS, the Association exists pursuant to state law and its governing documents; and

WHEREAS, the Association is authorized to adopt and enforce reasonable rules and regulations in the interest of the community, pursuant to state and its governing documents; and

WHEREAS, on or around January 18, 2012 a collection policy was adopted by the Board of Directors for Quail Forest Homeowners Association, Inc. and filed of record under Harris County Clerks file number 20120036354 on January 27, 2012; and

AND WHEREAS, from time to time it may become necessary to make general changes or amendments to the collection policy; or the members of the Board may change and it is necessary to amend the collection policy or acknowledge and restate the collection policy already in force;

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors on behalf of Quail Forest Homeowners Association, Inc. acknowledges and adopts the collection policy attached hereto and makes this policy a matter of Association record.

**CORPORATE RESOLUTION**  
**Quail Forest Homeowners Association, Inc.**  
**A Texas Non-Profit Corporation**

**Collection Policy**

PROCEDURE	ESTIMATED NUMBER OF DAYS PAST DUE	CHARGE TO ACCT	OTHER INFORMATION
Annual Assessment Billing sent to record address (as listed by owner)		none	Mailed by November 30 of each year. Billing statements may be mailed earlier than this date, but must be mailed by this date. <b>The annual assessment will be due January 1 each year.</b>
Due Date – <b>January 1</b>	zero	none	
Late – January 2 through January 31	Days 2 - 31	none	Grace period
Delinquent - First Late Notice sent to record address	31 – (on or after February 1)	A late fee equal to 10% of the currently billed assessment, plus interest at the rate of 9.5% per annum	A late fee equal to 10% of the currently billed assessment, plus interest at the rate of 9.5% per annum from the date the assessment became due (January 1) will be charged on any unpaid assessment, a late notice is mailed to all owners requesting immediate payment
Certified Demand for Payment sent to record address	61 – (on or after March 1)	Additional interest accrues	The demand states that the Association will refer the account to legal counsel to start the legal collection process; this demand will also offer the owner an option for a payment agreement for a period of 3 months or 6 months with an administrative fee of \$15.00 per month being assessed during the term of the agreement.
Refer to attorney for lien/foreclosure  *Legal fees will be billed at an hourly rate	91 – (on or after April 1)	Additional interest accrues and attorney's fees will also be charged to the homeowner which will vary	Notice of Default Lien Filed Judicial Foreclosure
Eviction / collection of rents		varies	Will pursue eviction of the owner and/or collection of rents once foreclosure occurs

FILED FOR RECORD

8:00:00 AM

Friday, September 28, 2018

*Stan Stewart*

COUNTY CLERK, HARRIS COUNTY, TEXAS

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

Friday, September 28, 2018



*Stan Stewart*  
COUNTY CLERK  
HARRIS COUNTY, TEXAS