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March 24, 2016

Via E-mail: sabrinawashburn@connectmanage.com

Owners Association of Bradford Park, Inc.
c/o Ms. Sabrina Washburn
Connect Community Management
1850 Round Rock Ave #400
Austin, Texas 78681

**RE: Owners Association of Bradford Park, Inc.
Our File No: to be assigned**

Dear Members of the Board:

We are pleased that Owners Association of Bradford Park, Inc. (the "Association") has invited us to respond to its request for information regarding our firm as relates to legal services. Our firm has been representing developers, builders, property owners associations, and non-profit corporations for thirty years. Our firm enjoys the distinction of being AV rated and being listed in the roster of Preeminent Law Firms by *Martindale Hubbell*.

The purpose of this letter is to clarify the terms and conditions of our engagement agreement. It is our understanding that the scope of legal services my firm will perform at this time will be to assist the Association in the corporate operation of the Association, analysis of the dedicatory instruments and issuing legal opinions on same, the collection of delinquent assessments, enforcement of deed restrictions, and any other corollary tasks as requested by the Association.

Non-routine legal services are billed at a preferred rate to our clients who engage our full line of services. Charges are based on an hourly fee of \$115.00-\$125.00 for paralegal time, \$130.00-\$150.00 for board certified paralegal/senior paralegal time, \$225.00 - \$275.00 for associate attorney time and \$300.00-\$350.00 for shareholder/senior counsel time and \$375.00-\$400.00 for equity shareholders time. For routine legal services, please see the attached Preferred Legal Pricing Structure. Fees for services and other charges are billed monthly and are payable within thirty days of receipt.

We provide cost efficient and customer satisfaction oriented service, our firm also has thirty years of expertise and has an established reputation as an industry leader in the field of community association law. Our depth of experience in this area of the law is what differentiates our firm from our competition. Possessing the ability to see how such situations

evolve full circle will provide the Association with our legal knowledge to accomplish your goals while minimizing the associated risks.

The uniform, but reasonable, enforcement of deed restrictions is of vital importance in maintaining property values. Failure to enforce deed restrictions over time may lead to a waiver of a certain provision or a waiver of all of the restrictions. We will work with the Board to determine a course of action to follow based on the Association's dedicatory instruments, Texas law, and the Association's policies. If the Association does not have the appropriate Board policies, my attorneys can work with the Board to establish policies that conform with the law and establish a uniform plan for gaining compliance from all owners.

In order for us to be successful as your attorneys, we will need full documentation of the matters we will handle. This will include accurate, up-to-date bookkeeping records on maintenance assessments that conform with proper allocation of payments received. All information must be provided to our office in writing, including instructions from the Board giving authority to proceed with specific legal actions. Please be advised that we will not be responsible for errors in accounting supplied to the law firm by the Association or its management company. Additionally, the Association is authorizing the undersigned to rely upon the data provided.

After our review of your governing documents we will determine what remedies are available to the Association for collection of delinquent assessments. We can advise you as to the cost to pursue collection through the appropriate foreclosure proceedings. Be advised that the most recent legislative session resulted in sweeping changes to the law related to community associations, and we can assist the Board in ensuring compliance with the new legislative changes.

Once a file has been referred to our office, it is understood that the Association itself has already used its internal procedure to seek compliance from the homeowner and all future communications with that homeowner should be handled through our office. This will help to ensure that the Board's instructions are carried out, decisions are given in one, unequivocal form and payoff amounts quoted to the violator will include all legal expenses recoverable up to the time of payment.

It is our belief and practice that management and the Association must function as a team and from time to time we will be requested to assist management and associations with legal issues. To maintain the team concept and encourage the free flow of information we are letting the Association know as we have similarly provided notice to management that if a dispute develops between the Association and a management company, our firm will not advise or represent the Association or its management company in pursuit of an affirmative claim against the other party.

We endeavor to provide prompt, efficient service at a competitive rate. We have provided association representation for over thirty years, and we are dedicated to not only continuing, but improving our tradition of excellence. Thank you for considering Roberts Markel Weinberg Butler Hailey PC as your legal advocates. We would be pleased to meet and provide answers to any questions you may have. We look forward to assisting the Association with its legal needs.

Please do not hesitate to contact us at your convenience if we can further clarify any of the information contained herein. If you agree to the terms of this letter, please sign in the space provided and return to our office at your earliest convenience.

Very truly yours,

ROBERTS MARKEL WEINBERG BUTLER HAILEY PC

Mark B. Rabe

Cliff Davis

MBR/cd:sbk

MARK B. RABE

CLIFF DAVIS

AGREED AND ACCEPTED:

OWNERS ASSOCIATION OF BRADFORD PARK, INC.

By: *Greg Fielding*

Printed: Greg Fielding

Its: President Owners Association of Bradford Park, Inc

Date: 5/25/2016

PREFERRED LEGAL PRICING STRUCTURE

*** (All Fees valid through May 31, 2016) ***

MONTHLY STATUS REPORTS: NO CHARGE

24-HOUR MANAGEMENT COMPANY ACCESS TO COLLECTION/DEED RESTRICTION ACCOUNTS: NO CHARGE

INITIAL AND FINAL COLLECTION DEMAND LETTER(S)

(\$94.00)

Create online file and login access for management/board
Review account history for time-barred debt and input into system
Verify address on USPS website
Draft letter including attorney review and execution
Postage
Copying
Faxes
Long distance charges
Telephone conversation(s) with client or owner occurring within 30 days of letter included.
Process payment

(\$21.00)

Detailed analysis of bankruptcy filings to confirm that no pending bankruptcy exists or no relevant discharge order has been entered. This research helps to prevent suits against the Association and management for violations of automatic stay and/or discharge orders.

(\$35.00)

Obtain last filed Deed/title search update to property to confirm demand letter being sent current record owner(s).

(\$15.00)

Review Appraisal District records for alternate mailing address. Given Federal and State laws related to debt collection, precise identification of the correct record owner(s) helps to prevent lawsuits against the Association and management. The detail required at the foreclosure phase requires that correct record owner(s) must be placed on notice through the entire collection process.

Total \$165.00 (mailed to one address) + \$10.00 for each additional address

NOTICE OF LIEN & LIEN AFFIDAVIT

(\$254.00)

Draft letter including attorney review and execution
Draft Notice of Unpaid Assessments including attorney review and execution
Update online file
Draft Release of Notice of Unpaid Assessments Including attorney review and execution
Update online file
Review updated account history and update online system
Verify address on USPS website
Postage/Copying, Faxes
Long distance charges
Telephone conversation(s) with client or owner occurring within 30 days of letter included

(\$21.00)

Detailed analysis of bankruptcy filings to confirm that no bankruptcy has been filed since the first

letter. This research helps to prevent suits against the Association and management for violations of automatic stay.

(\$35.00)

Verify no change in ownership filed in property records to ensure that notice is being sent to current record owner(s). Given Federal and State laws related to debt collection, precise identification of the correct record owner(s) helps to prevent suits against the Association and management. The detail required at the foreclosure phase requires that correct record owner(s) must be placed on notice through the entire collection process.

Total \$310.00 (plus filing fee)

APPLICATION FOR EXPEDITED FORECLOSURE

(\$402.00)

Draft Application for Expedited Foreclosure including attorney review and execution

Draft Certificate of Last Known Address including attorney review and execution

Draft Affidavit of Material Facts proving up lien, title, charges owed

Draft Attorney Fee Affidavit

Prepare Military Affidavit for filing with Application

Update online file

Review updated account history and update online system

Verify address on USPS website

Postage, Faxes, and Long distance charges related to filing the application

(\$63.00)

Conduct military service search to confirm non-active duty military status. Detailed analysis of national bankruptcy filings to confirm that no bankruptcy has been filed prior to the lawsuit. This research helps to prevent suits against the Association and management for violations of automatic stay.

(\$35.00)

Verify no change in ownership filed in property records to ensure that notice is being sent. Given Federal and State laws related to debt collection, precise identification of the correct record owner(s) helps to prevent suits against the Association and management. The detail required at the foreclosure phase requires that correct record owner(s) must be placed on notice through the entire collection process.

Total \$500.00*

** Costs of Filing Fees, Citation, and Nothing Further Certificate not included*

JUDICIAL FORECLOSURE LAWSUIT

(\$402.00)

Review current account history to determine amount due on assessment account

Draft Plaintiff's Original Petition including attorney review and execution

Update online file

Verify address on USPS website

(\$63.00)

Conduct military service search to confirm non-active duty military status. Detailed analysis of national bankruptcy filings to confirm that no bankruptcy has been filed prior to the lawsuit. This research helps to prevent suits against the Association and management for violations of automatic

stay.

(\$35.00)

Verify no change in ownership filed in property records to ensure that notice is being sent. Given Federal and State laws related to debt collection, precise identification of the correct record owner(s) helps to prevent suits against the Association and management. The detail required at the foreclosure phase requires that correct record owner(s) must be placed on notice through the entire collection process.

Total \$500.00*

* *Filing Fees, service of Citation not included.*

INITIAL DEED RESTRICTION VIOLATION LETTER

(\$84.00)

Create online file and login access for management/board

Verify address on USPS website

Draft letter including attorney review and execution

Postage

Copying, Faxes

Long distance charges

Telephone conversation(s) with client or owner occurring within 30 days of letter included

Process payment

(\$21.00)

Detailed analysis of bankruptcy filings to confirm that no pending bankruptcy exists or no relevant discharge order has been entered. This research helps to prevent suits against the Association and management for violations of automatic stay and/or discharge orders.

(\$35.00)

Detailed analysis of real property records to confirm current record owner(s). Review Appraisal District records for alternate mailing address. Given Federal and State laws related to debt collection, precise identification of the correct record owner(s) helps prevent lawsuits against the Association and management.

Total \$140.00 (plus \$10.00 for each additional mailing address)

FINAL DEED RESTRICTION VIOLATION LETTER (if desired)

(\$109.00)

Review deed restrictions for specific provisions to cite in final demand letter

Draft letter including attorney review and execution

Update online file

Review updated violation history and update online system

Verify address on USPS website

Postage/Copying

Faxes

Long distance charges

Telephone conversation(s) with client or owner occurring within 30 days of letter included

(\$21.00)

Detailed analysis of bankruptcy filings to confirm that no bankruptcy has been filed since the first

letter. This research helps to prevent suits against the Association and management for violations of automatic stay.

(\$35.00)

Verify no change in ownership filed in property records to ensure that notice is being sent to current record owner(s). Given Federal and State laws related to debt collection, precise identification of the correct record owner(s) helps prevent lawsuits against the Association and management.

Total \$165.00 (plus \$10.00 for each additional mailing address)

CERTIFICATE OF NON-COMPLIANCE

Draft Certificate of Non-Compliance including attorney review and execution

Recording fees

Update online file

Review updated violation history and update online system

Verify address on USPS website

Postage

Copying

Faxes

Long distance charges

Telephone conversation(s) with client or owner occurring within 30 days of letter included

Total \$165.00 (plus filing fee)

DEED RESTRICTION PETITION

(\$402.00)

Draft Original Petition (includes Application for Temporary Injunction when appropriate) including attorney review and execution

Draft Temporary Injunction order when necessary including attorney review and execution

Draft Affidavit to support injunctive relief including attorney review

Review updated violation history and update online system

Postage, Faxes, and Long distance charges related to filing the application

(\$63.00)

Conduct military service search to confirm non-active duty military status. Detailed analysis of national bankruptcy filings to confirm that no bankruptcy has been filed prior to the lawsuit. This research helps to prevent suits against the Association and management for violations of automatic stay.

(\$35.00)

Verify no change in ownership filed in property records to ensure that current record owner(s) is named in lawsuit. Given Federal and State laws related to debt collection, precise identification of the correct record owner(s) helps to prevent suits against the Association and management. The detail required at the foreclosure phase requires that correct record owner(s) must be placed on notice through the entire collection process.

Total \$500.00 (plus filing and service of process fees)

<i>OTHER NOTICES</i>	
Lienholder Notice Letter Order and review recorded deed of trusts (as assigned)*; draft and review letter; telephone conversation(s) with lender, postage, copying, fax and long distance fees incurred within 30 days and as a result of letter included. * <i>Cost of title company report and review not included.</i>	\$140.00
Appointment of Agent/Trustee Review dedicatory instruments regarding Association's appointment authority; Draft Appointment Agent/Trustee; Filing fees for recordation of same included.	\$225.00
Initial Foreclosure Letter – Prior to Expedited Foreclosure Filing Verify no change in ownership filed in property records*; search for bankruptcy filing(s); review/input updated account ledger; draft and review letter; telephone conversation(s), postage, copying, fax and long distance fees incurred within 30 days and as a result of letter included. * Cost of ownership verification not included.	\$140.00
Final Notice of Foreclosure and Notice of Sale Search for bankruptcy filing(s); review/input updated account ledger; draft and review letter; draft and review notice of sale; order and review nothing further certificate (includes pre-sale search of current liens and vesting, appraisal district assessment, probate info, bankruptcy info, tax liens, judgments, involuntary liens)**; telephone conversation(s), postage, copying, fax and long distance fees incurred within 30 days and as a result of letter included. ** Cost of nothing further certificate not included.	\$375.00
Foreclosure Sale Review all file materials in preparation of sale; review and calculate bid information; travel to/from office to sale location; conduct sale; submit collected funds to Association.	\$325.00
Trustee's Deed & Trustee's Affidavit Draft and review Trustee's Deed; draft and review affidavit of sale.	\$225.00
Redemption Notice and Affidavit Draft and review statutorily required notice of sale and right of redemption to owner; draft and review statutorily required affidavit of notice.	\$210.00
Redemption Process Calculate balance due to Association from redeeming owner to complete redemption; correspondence with redeeming owner and/or third party purchaser regarding redemption.	Hourly Rate
Deed to Redeeming Owner Draft and review deed	\$225.00
Notice of Non-Redemption Draft and review statutorily required affidavit affirming failure of owner to redeem property.	\$125.00
Payment Plan Agreement	\$150.00
Payment Processing Fee Receive payment and analyze for existence of payment limiting instructions. Forward payment to client.	\$22.00
<i>ORIGINAL PETITION FOR MONEY JUDGMENT (NO FORECLOSURE)</i>	
Plaintiff's Original Petition for Money Judgment Verify no change in ownership filed in property records*; search for bankruptcy filing(s); review/input updated account ledger; draft and review plaintiff's original petition; draft and review supporting affidavits. Attorney/Paralegal time and costs thereafter billed as incurred.	\$400.00

* Cost of ownership verification not included.	
All Filing and Service Fees	At Cost
Motion for Default Judgment (Submission)	\$550.00
Oral Hearing (for Default or Trial)--Multiple hearings or trials may be scheduled in one day to spread out the fees over multiple accounts.	Hourly Rate
<i>BANKRUPTCY</i>	
Notice of Appearance Draft, review and file notice of appearance.	\$100.00
Proof of Claim Review and input account ledger data; determine pre-petition vs. post-petition debt; draft, review and file proof of claim.	\$250.00
Bankruptcy Status Review (Standard) Review/Analyze case docket and schedules/filings as necessary; draft update synopsis.	\$45.00
Bankruptcy Status Review (Advanced) Review/Analyze case docket and schedules/filings in special circumstances.	\$100.00
Motion for Relief from Bankruptcy Stay	\$550.00
Objection to Debtor's Chapter 13 Bankruptcy Plan	\$400.00
Response to Motion to Strip Association's Lien	\$450.00