

OWNERS ASSOCIATION OF BRADFORD PARK, INC
RESOLUTION
COLLECTION POLICY FOR DELINQUENT ACCOUNTS

IN ACCORDANCE with Article VII, Section 2(c)(3) and Article XI of the By Laws of the Owners Association of Bradford Park, Inc. “the By Laws”; and

WHEREAS, the Board of Directors of the Owners Association of Bradford Park, Inc, hereinafter “The Board”, in accordance with Article VII, Section 2(c)(1) of the By Laws sets the annual assessments for the Association;

The Board hereby institutes and implements the following collection policy superseding all previous collection policies and procedures. The Board further directs all agents, partners and property managers to defer to and abide by this collection policy.

The Board establishes the Association’s fiscal year, January 1 to December 31, as the Regular assessment period and further establishes that this collection policy shall be in full force and effect from August 1, 2023 onward.

1) Regular yearly Assessments.

- (i) Yearly assessment payments are due on January 1st the first day of the year.
- (ii) Assessment dues are considered to be delinquent after 30 days.

2) Obligation to Pay Assessments. As stated in Article 18, Paragraph 3 of the Declaration of Protective Covenants of the Owners Association of Bradford Park, Inc “the Declarative”, each yearly assessment or charge is an obligation of the Homeowner for the care and maintenance of the common areas and obligations of the Association. Non-payment of the yearly assessment charge by any owner of any lot is subject to an interest charge of 10% per annum per Article 18, Paragraph 3 of the Declarative. Additionally, further collection and legal fees, liens and foreclosure and the costs associated are authorized by Article XI of the By Laws. Non-payment of assessments and interest may result in reasonable collection fees, interest and a lien being placed upon the delinquent property.

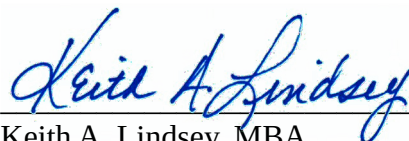
3) Notice of Assessments. The Association will notify the members by December of the year before an increase in the yearly assessment or any special assessments. Dues will be considered late either 30 days after the 1st day of the year or 30 days after notice of an increase in assessments whichever is later. Notice will be posted on the Association website and sent by first-class mail to addresses of record and email addresses on the membership register regarding any assessment increase or special assessment and the date of notice. It is the responsibility of each owner to advise the Association of any mailing address or email changes. The Board of Directors may elect from time to time to provide additional time to pay dues or provide relief during hardship but this does not relieve the Homeowners of the obligation to pay subsequent yearly assessments.

4) Designation of Agent. The Board of Directors may designate an agent or agents to collect assessment payments and administer this Collection Policy. Such designated agent may be an officer of the Association or Property Manager. Any

agent authorized to collect assessments or administer this a collection policy for the Association is hereby directed to follow this Policy.

- 5) Standard Delinquency Collection Policy
February 1st interest begins at 10% per annum which will accrue monthly until the delinquency is paid in full. Costs associated are billed to the homeowner's account.
- 6) Removal of Lien. Once a homeowner pays in full, the costs associated with the removal of any lien filed shall be billed to the homeowner account who is responsible for the costs unless otherwise directed by the Board. Should the homeowner not pay the cost of lien removal immediately, it will be added to their next annual assessment notice.
- 7) Delinquent Payments. A homeowner may request a payment plan at any time by written request. Should a homeowner default on a payment plan, collection activities will resume accordingly. Owners will be given the opportunity to make payments directly to the Association unless otherwise directed. Payments, request for payment plans, written correspondence including responses and changes to mailing address should be sent to the Association at the address recorded on the Bradford Park Home Owners Association website and included in yearly assessment correspondence.
- 8) Collections and Legal Action. Any legal or collections effort not listed in this Collection Policy requires a majority vote of the Board of Directors.
- 9) Void Provisions. If any provision of this Policy is determined to be null and void, all other provisions of the Policy shall remain in full force and effect.

This resolution of the Board of Directors has been duly adopted at the July 26, 2023 Board of Directors meeting. By:



Keith A. Lindsey, MBA
President,
Owners Association of Bradford Park, Inc.

Exhibit A

Example of Estimated Collection Policy costs:

January 1, 2023	2023 dues are due.	Cost: \$170
February 1, 2023	A reminder notice and interest are charged to the homeowner's account	Cost: \$4 + \$1.42 = \$5.42 Total indebtedness: \$175.42.
March 1, 2023	A reminder notice and interest are charged to the homeowner's account	Cost: \$4 + \$1.42 = \$5.42 Total indebtedness: \$180.84
April 1, 2023	A reminder notice and interest are charged to the homeowner's account	Cost \$4 + \$1.42 = \$5.42 Total indebtedness: \$186.26
May 1, 2023	A reminder notice and interest are charged to the homeowner's account. A notice of negative credit reporting is sent.	Cost: \$4 + \$1.42 = \$5.42 Total indebtedness: \$191.68
June 1, 2023	Intent to file a lien and interest are charged to the homeowner's account	Cost: \$175 + \$1.42 = 176.42\$ Total indebtedness: \$368.10
July 1, 2023	A lien is filed and interest are charged to the homeowner's account.	Cost: \$275 + \$1.42 = 276.42 Total indebtedness: \$644.52
August 1, 2023	A reminder notice and interest are charged to the homeowner's account. Account enters Standing Status.	Cost: \$4 + 1.42 = \$5.42 Total indebtedness: \$649.94
September 1, 2023	Intent to foreclose letter is sent and interest is charged to the account.	Cost: \$395 + \$1.42 = \$396.42 Total indebtedness: \$1,046.36
October 1, 2023	Forward Account to 3 rd Party Collections. Requires BOD Approval. Accounts sent to 3 rd Party Collections will accrue a \$25 per month fee which will be assessed to the delinquent homeowner's account.	Cost: \$150 + \$1.42 = \$151.42 Total indebtedness: \$1,197.78

Should the homeowner pay their bill in full, related costs to remove any lien will be added to the account. Should the homeowner not pay the cost to remove the lien, then the cost will be added to their next annual assessments and noted on their assessment notice.

EXHIBIT B
Owners Association of Bradford Park Delinquency Collection Process

The Owners Association of Bradford Park utilizes the following delinquency collection processing schedule and fee structure (prevailing rates, subject to change):

<u>What</u>	<u>When</u>	<u>Cost</u>
Step 1: Reminder Letter	30 Days	\$4
Step 2: Reminder Letter	60 Days	\$4
Step 3: Reminder Letter	90 Days	\$4
Step 4: Reminder Letter	120 Days	\$4
Step 5: Report to Credit Bureau*	150 Days	\$4
Step 6: Intent to Lien	180 Days	\$175
Step 7: Lien Filing	210 Days	\$275
Step 8: Standing Status**	240 Days	\$4
Step 9: Intent to Foreclose***	270 Days OR Balance >= \$1,000	\$395
Step 10: Forward to 3 rd Party Collections	BOD Approval	\$150

Interest is charged at the rate specified in the Owners Association of Bradford Park Declaration of Protective Covenants, Article 18, currently set at 10% per annum from the date the balance is due and in accordance with current Texas Law.

*All fees are charged to the Association and subsequently assessed against the delinquent owner's account at the time of service.

Fees are inclusive of all processing, postage, and otherwise previously itemized reimbursable materials/labor costs.

Monthly positive and negative payment history credit bureau filing is included at no additional cost. Negative credit bureau filing only begins at Step 5 and beyond, when a delinquent homeowner is at least 150 days delinquent.

**Step 8 (Standing Status) represents balances that have not reached the \$1,000 threshold to progress to Step 9. While a delinquent owner is in a Standing Status, they will receive a \$4/month reminder statement and continue to be charged interest.

Step 9 includes the Intent to Foreclose correspondence as well as a confidential Delinquency Analysis Package prepared by independent counsel to help determine the viability of further collection efforts.

***Unless otherwise instructed by the Board of Directors, delinquent accounts after Step 9 will be converted back to a Standing Status pending final Board review. Should the Board of Directors decide to pursue legal collections/foreclosure with a 3rd party collection agency or attorney, Goodwin & Company, as long as they remain the property management company, will charge a one-time \$150 account preparation fee to deliver all necessary information to that chosen firm. Additionally, there will be a \$25/month administrative fee charged to all delinquent accounts that are being actively worked by a 3rd party collection agency or attorney.