

**ADDITIONAL DEDICATORY INSTRUMENT
for**

BELLAVITA AT GREEN TEE HOMEOWNERS' ASSOCIATION, INC.

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

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 **BELLAVITA AT GREEN TEE HOMEOWNERS' 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:

COLLECTION POLICY

for

**BELLAVITA AT GREEN TEE HOMEOWNERS' ASSOCIATION, INC.
A TEXAS NON-PROFIT CORPORATION**

DATED this 4th day of October, 2023.

**BELLAVITA AT GREEN TEE
HOMEOWNERS' ASSOCIATION, INC.**

BY: Margaret R. Maddox

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

RP-2023-382148

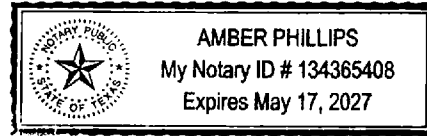
THE STATE OF TEXAS

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COUNTY OF HARRIS

THIS INSTRUMENT was **acknowledged** before me on this the 4th day of OCTOBER, 2023 by the said Margaret R. Maddox, Attorney/Agent for **BELLAVITA AT GREEN TEE HOMEOWNERS' ASSOCIATION, INC.**, a Texas non-profit corporation, on behalf of said corporation.

Amber Phillips
NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS



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BELLAVITA AT GREEN TEE HOMEOWNERS' ASSOCIATION, INC.

ASSESSMENT COLLECTION POLICY

STATE OF TEXAS §
 §
COUNTY OF HARRIS §

WHEREAS, Bellavita at Green Tee Homeowners' Association, Inc. (the "Association"), a Texas nonprofit corporation, is the governing entity for BellaVita at Green Tee, Sections 1, 2, 3, 4 and 5 additions in Harris County, Texas, according to the maps or plats thereof recorded in the Map Records of Harris County, Texas, under Clerk's File Nos. U404467, V343320, W173156, W921013, and Y808903, respectively, along with any amendments, supplements, replats and annexations, (collectively referred to as the "Subdivision"); and

WHEREAS, the Subdivision is subject to the Declaration of Covenants, Conditions, and Restrictions for Bellavita at Green Tee Homeowners Association, Inc., recorded in the Real Property Records of Harris County, Texas, under Clerk's File No. U858404, along with any amendments or supplements thereto (the "Declaration"); and

WHEREAS, the Declaration obligates the Association, through its Board of Directors to establish, levy, and collect annual and special assessments and related charges; and

WHEREAS, the Association desires to adopt a collection policy in order to provide uniform procedures for the collection of assessments and the levying of penalties for non-payment of assessments; and

WHEREAS, this Dedicatory Instrument represents the Restrictive Covenants as those terms are defined by the Texas Property Code §202.001, et. seq, and the Association shall have and may exercise discretionary authority with respect to these Restrictive Covenants; and

NOW THEREFORE, in accordance with the foregoing and as evidenced by the Certification hereto, the Association hereby adopts the following Collection Policy:

COLLECTION POLICY

- 1) Assessments and other amounts due to the Association, which are not paid by the due date, may be subject to interest, late fees, and costs of collection, including attorney's fees and expenses.
- 2) Monthly assessments become delinquent if not paid before the 15th of each month.
- 3) Each assessment that becomes delinquent shall incur a late fee of \$25 per month, which will be charged each month until the assessment is paid in full. The Owner will be charged a cost of up to \$25 for any check or payment that is returned as Non-Sufficient Funds (NSF).
- 4) If an Owner becomes delinquent in the payment of one or more assessments, the Association may send a thirty (30) day "reminder letter," reminding the Owner to pay their delinquent assessment along with late fees, interest, and costs of collection.
- 5) If the Owner does not pay the delinquent balance within the time frame required by the reminder letter, the Association will send an initial demand letter providing thirty (30) days to pay the delinquent balance, via certified mail return receipt requested, containing the

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applicable notices under Chapter 209 of the Texas Property Code, itemizing the delinquent amount owed, advising on the availability of a payment plan, and that failure to pay will result in the Owner being turned over to the Association attorney for collections, the cost of which will be charged to the Owner. If a "reminder letter" is not mailed by the Association, a second demand letter will be sent to the Owner notifying the Owner if they do not make payment within the time specified, a lawsuit may be filed.

- 6) If the Owner does not pay the delinquent balance within the time frame required by the certified letter, the Owner's account will be referred to the Association attorney for collection. In the event an account is referred to the Association's attorney, the Owner will be liable to the Association for its legal fees and expenses.
- 7) Two (2) notices will be sent to the Owner, at least thirty (30) days apart, prior to the Association filing a lien. If payment has not been received after ninety (90) days of the sending of a second letter, a Notice of Lien Filing letter is mailed to the owner, which may contain the lien filed with the county. The lien will not be filed until ninety (90) days after the 209 certified mail notice if a "reminder letter" is sent by the Association. If no "reminder letter" is mailed by the Association, the lien will not be filed until one hundred twenty (120) days after the first notice is sent to the Owner. Upon payment in full, a notice of lien will be processed and filed in the county.
- 8) If an Owner is turned over to the Association attorney for collection and fails to make full payment or enter into an approved Payment Plan, the Association will proceed with filing action against the Owner seeking a judgment for all amount due the Association and/or a judicial order for foreclosure of its assessment lien.
- 9) All notices and letters provided for in this Policy, as well as all notices and invoices for the payment of assessments will be provided to the Owner to the address appearing in the books and records of the Association, which shall be the address of the property in the Subdivision, unless the Owner has provided written notice to the Association of an alternative address to send such notices.
- 10) The Association may refuse to accept partial payment (i.e., less than the full amount due and payable) and payments to which the payer attaches conditions or directions contrary to the Board's policy for applying payments. The Association's endorsement and deposit of a payment does not constitute acceptance. The acceptance by the Association of partial payment of delinquent Assessments does not waive the Association's right to pursue or to continue pursuing its remedies for payment in full of all outstanding obligations.

BELLAVITA AT GREEN TEE HOMEOWNERS' ASSOCIATION, INC.

CERTIFICATION

"I, DANIEL KOONS of Bellavita at Green Tee Homeowners' Association, Inc., hereby certify that the foregoing Policy was adopted at least a majority of the Association Board of Directors on the 27th day of September, 2023 at an open meeting of the Board of Directors, properly noticed to members, at which a quorum of the Board was present."

By: Daniel Koons

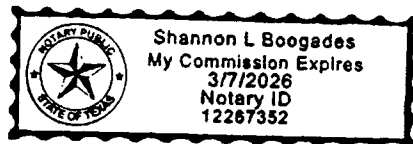
Title: VICE PRESIDENT

Print name: DANIEL KOONS

ACKNOWLEDGEMENT

STATE OF TEXAS §
COUNTY OF HARRIS §

This instrument was acknowledged before me on this the 27th day of September, 2023, by Daniel Koons, Vice-President for Bellavita at Green Tee Homeowners' Association, Inc., whose name is subscribed to the foregoing instrument and acknowledged to me that they executed the same as an act of the Association for the purpose and consideration therein expressed and in the capacity therein stated.



Shannon L. Boogades

NOTARY PUBLIC IN AND FOR

THE STATE OF TEXAS

When recorded return to:

Inframark Community Management
c/o Shannon Boogades
1548 N. Riviera Circle
Pearland, Texas 77581

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Pages 6
10/04/2023 03:43 PM
e-Filed & e-Recorded in the
Official Public Records of
HARRIS COUNTY
TENESHIA HUDSPETH
COUNTY CLERK
Fees \$34.00

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

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