

**RESOLUTION OF  
THE BOARD OF DIRECTORS OF PARADISE COVE PROPERTY OWNERS' ASSOCIATION  
CONCERNING  
THE ASSOCIATION'S COLLECTION POLICY**

The Board of Directors (the "Board") of PARADISE COVE PROPERTY OWNERS' ASSOCIATION (the "Association"), at a regular meeting on March 25, 2023, at which a quorum of the Directors was present as required by the Bylaws of the Association, and after consideration, motion and vote, adopted by unanimous vote of the directors present, the following resolution concerning the Association's policy and procedures regarding collection of road maintenance fees, assessments, dues, and other fees.

RESOLVED that the Association's formal policy for Collections shall be as follows:

1. Accounts shall be considered in good standing unless deemed *delinquent* or *seriously delinquent* according to this policy.
2. An account becomes *delinquent* when payment is not received within thirty (30) days of its due date. The Association will send a demand letter via certified mail when the following occurs:
  - The Annual Assessment remains unpaid after September 1<sup>st</sup>.
  - The account is overdue by a cumulative \$200.
3. Accounts which remain delinquent for more than forty-five (45) days after the date of the demand letter will become *seriously delinquent*. For these accounts, the Association shall:
  - Add a \$35 late fee; and
  - Assess interest at a rate of ½% per month (6% APR) on the unpaid balance beginning on the date the account becomes seriously delinquent; and
  - Place a lien on the account holder's property at its discretion; and
  - Assign the seriously delinquent account to the Association's attorney for collection. Attorney's fees and costs will be added to the overdue account.
  - Direct the Association's attorney to foreclose on the Association's lien in accordance with the law.
4. Accounts of owners who enter into a payment plan agreed with the Association shall not be considered *seriously delinquent* provided the owner remains current on the payment plan.
5. The attached Notice of Paradise Cove POA Collection Policy shall be posted on the Association's website and sent to each owner via email at least once per year.
6. This Collection Policy is effective upon filing with the San Jacinto County Clerk and shall supersede all previously approved Collection Policies.

Adopted by the Paradise Cove Property Owners Association Board of Directors this 25th day of March 2023.

**Paradise Cove Property Owners Association  
Collection Policy Notice**

**Notice of Fees, Annual Dues and Assessment**

Road Maintenance Fees are \$20 per lot per month due on the first of each month. We encourage residents to pay road maintenance fees annually/semiannually in advance to reduce paperwork.

Annual Dues are \$25 per household due on January 1<sup>st</sup> of each year.

An Annual Assessment of \$325 per household is due on August 1<sup>st</sup> of each year.

**Delinquent Accounts**

An account becomes delinquent if payment is not received within 30 days of its due date. The Association will send a Collection Letter via certified mail to owners with delinquent accounts when:

- the Annual Assessment remains unpaid after September 1<sup>st</sup>; or
- the account is overdue by a cumulative \$200.

**Seriously Delinquent Accounts**

Accounts which remain delinquent for more than 45 days after the date of the Collection Letter will be considered *seriously delinquent*.

- A \$35 late fee will be added to the seriously delinquent account.
- Interest will be assessed on the unpaid balance at a rate of ½% per month (6% APR).
- Use of the park, storage yard, and other POA amenities will be suspended.
- The Association will place a lien on the property.
- Failing these collection attempts, seriously delinquent accounts will be assigned to the Association's attorney for collection. Once assigned, all contact regarding the account will be through the attorney. Attorney's fees and costs will be added to the account balance on top of all previous assessments and fees.
- At the Association's direction, the attorney will foreclose on the lien through a lawsuit.

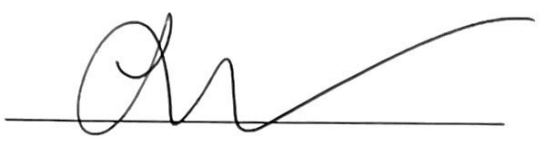
An owner may avoid these actions by (1) paying their accounts in full or (2) requesting an alternative payment plan within 30 days of the Collection Letter and complying with the subsequent Payment Agreement.

**Other Administrative Policies**

Payments should be mailed to: Paradise Cove Property Owners' Association  
PO Box 1522  
Coldspring, Texas 77331

NSF checks will incur a \$35 charge. Statements are rendered by the Association as a courtesy and may not include legal fees. If in doubt about your account, contact the POA via email at [pcpocoldspring@gmail.com](mailto:pcpocoldspring@gmail.com).

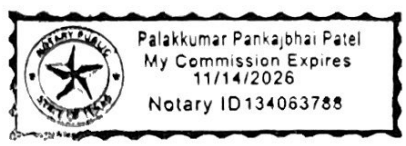
Signed this 11 day of May, 2023.



Lacey Webster, President  
Paradise Cove Property Owners Association

STATE OF TEXAS                    §  
COUNTY OF SAN JACINTO       §

This instrument was acknowledged before me on the 11 day of May 2023, by Lacey Webster, President of the Paradise Cove Property Owners Association, a Texas nonprofit corporation, on behalf of said corporation.



Notary Public's Signature