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CERTIFICATION

STATE OF TEXAS

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COUNTY OF HARRIS

I, the undersigned, pursuant to §202.006 of the Texas Property Code, do hereby certify, as follows:

- (1) I am an Attorney for Greenwood Forest Fund, Inc. dba Greenwood Forest Homeowners Association, Inc. a Texas non-profit corporation;
- (2) Instruments titled "Assessment Billing and Collection Policy, Deed Restriction Enforcement Policy, Pool Policies and Rules, Tennis Court Policies and Rules, and Amended and Restated Bylaws", are attached hereto;
- (3) The property affected by the said Instruments is described as, to wit:

Greenwood Forest, Sections 1, 2, 3, 4, 5, 6, 7 and 8, and Greenwood Forest Estates, Section 1, additions in Harris County, Texas, according to the maps or plats thereof, recorded in the Map Records of Harris County, Texas, under Volume 165, Page 1; Volume 165, Page 12; Volume 168, Page 82; Volume 178, Page 101; Volume 181, Page 38; Volume 181, Page 47; Volume 195, Page 23; Volume 195, Page 82; Volume 239, Page 75; and Volume 290, Page 85; respectively, along with any amendments, supplements, and annexations.

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- (4) The attached Instruments are true and correct copies of the originals.

IN WITNESS WHEREOF, I have subscribed my name on this the 1 day of March 2012.

Luke P. Tollett
Luke P. Tollett, Attorney for the Association

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STATE OF TEXAS

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COUNTY OF HARRIS

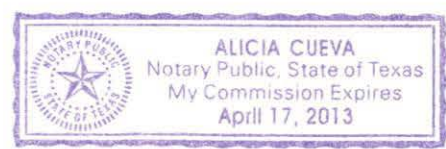
BEFORE ME, the undersigned authority, on the day personally appeared Luke P. Tollett, Attorney for the Greenwood Forest Fund, Inc. dba Greenwood Forest Homeowners Association, Inc., and known by me to be the person whose name is subscribed to the foregoing document and being by me first duly sworn, declared that he is the person who signed the foregoing document in his representative capacity and that the statements contained therein are true and correct.

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Given under my hand and seal of office this the 1 day of March, 2012.

Alicia Cueva
Notary Public, State of Texas

After recording return to:
HOLT & YOUNG, P.C.
11200 Richmond Ave., Suite 450
Houston, Texas 77082



Greenwood Forest Fund, Inc.

12700 Champions Forest Drive
Houston, TX 77066

SECRETARY'S CERTIFICATE

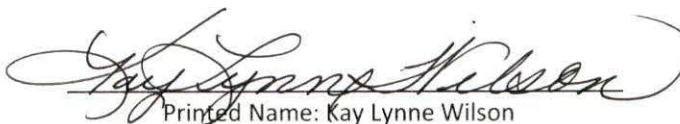
I, Kay Lynne Wilson, certify that:

I am the duly qualified and acting secretary of Greenwood Forest Fund, Inc. d/b/a Greenwood Forest Homeowners' Association, a duly organized and existing Texas non-profit corporation (the "Association").

On the 4 day of August, 2016, at a duly-noticed and open meeting of the Board of Directors of the Association at which a quorum was present, the Board voted in favor of and adopted the foregoing Assessment Billing and Collection Policy. The foregoing instrument is an unrecorded Dedicatory Instrument, as that term is defined by Section 202.001 of the Texas Property Code, pertaining to the Association.

The foregoing instrument is being presented for recording in the Official Records of Real Property of Harris County, Texas, pursuant to Section 202.006 of the Texas Property Code.

Dated: Aug. 4, 2016



Printed Name: Kay Lynne Wilson
Secretary, Greenwood Forest Fund, Inc.
d/b/a Greenwood Forest Homeowners' Association

THE STATE OF TEXAS §

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COUNTY OF HARRIS §

This instrument was acknowledged before me on the 4 day of August, 2016, by Kay Lynne Wilson, Secretary of Greenwood Forest Fund, Inc. d/b/a Greenwood Forest Homeowners' Association, a Texas non-profit corporation, on behalf of said corporation.




Notary Public in and for The State of Texas

**Greenwood Forest Fund, Inc., d/b/a
Greenwood Forest Homeowners' Association
Assessment Billing and Collection Policy**

Greenwood Forest Fund, Inc., d/b/a Greenwood Forest Homeowners Association (hereinafter "GFHOA") hereby adopts the following procedures as its policy for billing annual assessments and for delinquent property accounts as of the 3 day of August, 2016.

On or before December 10th.

A statement for the HOA assessment for the next year will be mailed to all owners of record at the property address or last mailing address provided to GFHOA in writing notifying the Owner that the assessment is due on January 1st. The statement shall also include all past due balances. Interest shall be charged on any assessment not paid within thirty (30) days after the due date.

On or before March 10th.

A delinquent assessment collection letter will be sent to accounts by regular and certified mail with balances due from prior years. Included with the letter will be a detailing of all charges, a Payment Plan Option and other statutory required notices. The Board will review delinquent accounts that have received multiple requests for payment for additional action.

On or before June 1st.

A delinquent assessment collection letter will be sent by regular mail to all accounts with outstanding balances for the current year only. **Accounts with balances from prior years will be sent a Demand letter for Payment including state statutory required notices by regular and certified mail. The Board will review delinquent accounts that have received multiple requests for payment to determine additional action.**

On or before September 1st

A delinquent assessment collection letter will be sent by regular mail to all accounts with outstanding balances for the current year only. **Accounts with balances from prior years will be sent a Final Demand for Payment including state statutory required notices by regular and certified mail. Upon expiration of this Final Demand time period, the account may be turned over to the associations' attorney for collection.**

Receipt of funds for all payments due the HOA shall be the postmark date.

It shall be the policy of the Board of Directors to offer all delinquent property owners a private hearing to consider options to resolve issues that may affect the delinquency. An owner who desires to meet with the Board shall submit a written notice, addressed as shown below, to request a hearing and upon receipt, the Board will advise the owner of the date, time and place for the hearing.

Greenwood Forest Fund, Inc.
Dbas Greenwood Forest Homeowners' Association
12700 Champion Forest Drive
Houston, TX 77066
gwfhoa@gmail.com

Approved: Greenwood Forest HOA Board of Directors

Aug 3, 2016.
(Date)