

HILLTOP HOMEOWNERS' ASSOCIATION, INC.

UPDATED COLLECTION POLICY

For the purpose of complying with Section 202.006 and 209.0094 of the Texas Property Code and to provide public notice of the updates affecting the owners of property in Hilltop Estates. The Plat of Hilltop Estates was recorded on 7/14/1987, in Volume 87134, Page 3269, Map Records, Dallas County, Texas and Plat Correction filed 5/26/1992, recorded in Volume 92103, Page 3080, Deed Records, Dallas County, Texas.

WHEREAS, the Board of Directors for Hilltop Homeowners' Association, Inc. (the "*Board*") is empowered to govern the affairs of Hilltop Homeowner' Association, Inc. ("*Association*") pursuant to the Declaration of Covenants, Conditions and Restrictions for Hilltop Estates ("*Declaration*"); and

WHEREAS, there is a need to adopt a specific policy on collections, payment of assessments, and other charges and fees; and

WHEREAS, it is the intent that this Collection Policy be applicable to all Owners, and this resolution shall remain in effect until otherwise rescinded, modified or amended by a majority of the Board of Directors:

NOW THEREFORE, BE IT RESOLVED THAT the following policy on collections, payment of assessments and other charges and fees is hereby adopted by the Board of Directors:

COLLECTION POLICY

Mailing of Assessment Billing Statement to Owners – Notice of each annual assessment amount will be sent either as a separate notice or as part of the monthly billing statement by December 1st of the proceeding year by the Association or the designated managing agent to the Owners last known mailing or email address (if you have signed up for e-billing). Homeowners will receive a billing statement for every month in which they have a balance due. Statements will be mailed out 7 to 10 days prior the start of each month due. Alternately, a yearly payment book may be used and will be mailed out 7 to 10 days prior to the start of the new year.

Due Dates for Annual Assessments – The assessments are due on January 1st of each year and will become delinquent if not paid in full within 30 days after the due date. Alternatively, Owners have the option of paying assessments on a monthly basis with each payment due on the 1st day of each month and will become delinquent if not paid in full within 30 days after the due date.

Due Dates for Other Charges Added to Homeowner's Accounts - All other charges (i.e., special assessments for capital improvements, special assessments for non-capital improvements) will be determined, if the situation arises, in accordance with the Declaration.

Late Charges and Collection Fees - If any assessment becomes delinquent, a late charge of Five Dollars (\$5.00) will be assessed to the Owner's account, plus interest at the rate of 18% per annum or the maximum rate allowed by law as listed in Article III of the Declaration. Interest will accrue from the due date of the assessments. Should the Association, in its efforts to collect from a homeowner, send a certified letter, return receipt requested, that cost will be charged to the delinquent owners account as a cost of collection. A payment check that is returned for any reason (Non-sufficient funds (NSF), Closed Account, etc.) will result in a charge of Thirty Dollars (\$30.00) assessed to the Owner's account.

The Board maintains the sole authority to enter into payment plans with Owners. The Owner may, upon written request, petition the Board of Directors to establish a payment plan for the purpose of resolving a delinquent account.

ACTION STEPS

Statement of Account - At any time a homeowner may request a statement of account showing the account balance (amount of the account balance plus late charges, applicable interest and fees).

Association Delinquency Letters - The Associations 1st Delinquency letter will be mailed no earlier than ninety (90) days after the due date by 1st class mail. Should payment not be received a 2nd delinquency letter will be mailed by certified mail, return receipt requested, no earlier than thirty (30) days after the first delinquency letter. The cost of the Certified letter will be charged to the Owners account as a cost of collection. Should payment not be received a Lien will be placed on the property no earlier than ninety (90) days after the date the 2nd delinquency letter was sent and a \$98.00 lien filing fee will be added to the owners account as a cost of collection.

Association Demand Letter - An Association Demand letter may be mailed no earlier than 1 ½ years (547 days) delinquent by certified mail, return receipt requested. A collection fee will be assessed to the Owner's account as a cost of collection, in addition to any previous charges for preparing and mailing the Demand letter for payment.

Attorney Demand Letter - An Attorney Demand letter may be mailed no earlier than forty-five (45) days after the Associations demand letter. The Attorney Demand letter clearly states that if assessments are not paid within thirty (30) days, a lien will be filed against the home. All Attorney fees associated with collections shall be added to the amount owed by the Owner.

Attorney Notice of Assessment Lien - At this stage the Board of Directors shall grant authority to approve and place a Notice of Assessment Lien against the property. The Owner must be at least 1 ¾ years (622) days delinquent before the Board will proceed with a lien.

Foreclosures – Judicial and non-judicial foreclosures require the approval of the Board and will be handled on a case-by-case basis. The Board will vote to proceed with foreclosure.

This Collection Policy was duly introduced, seconded and was thereafter adopted at a regular scheduled meeting of the Board of Directors, at which a quorum was present, by a majority vote of the members of the Board of Directors present and eligible to vote on this matter.

Date: 12-12-23

HILLTOP HOMEOWNERS' ASSOCIATION, INC.

Teresa Mill Patter, President

Emilia Slap, Vice-President

Laura A. Hoyer, Budget Coordinator

Hilltop Homeowners' Association, Inc.

By: Laura A Harper
Duly Authorized Agent

THE STATE OF TEXAS

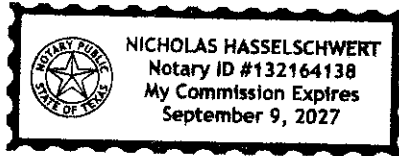
§

§

COUNTY OF DALLAS

§

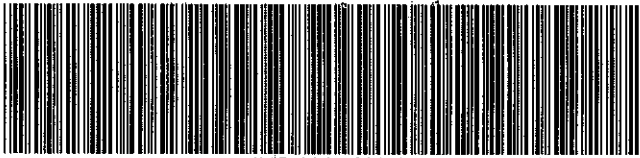
This instrument was acknowledged before me on the 2nd day of December, 2023, by
Laura A. Harper, duly authorized agent for Hilltop Homeowners
Association, Inc.



(Seal)

Nicholas Hasselschwert
Notary Public in and for the State of Texas

My commission expires: 09-09-2027



VG-364-2023-202300259018

Dallas County
John F. Warren
Dallas County Clerk

✓ **Instrument Number:** 202300259018

Real Property Recordings

Recorded On: December 28, 2023 12:06 PM

Number of Pages: 5

" Examined and Charged as Follows: "

Total Recording: \$38.00

***** THIS PAGE IS PART OF THE INSTRUMENT *****

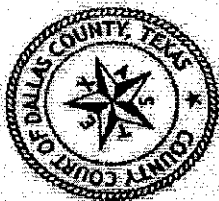
Any provision herein which restricts the Sale, Rental or use of the described REAL PROPERTY because of color or race is invalid and unenforceable under federal law.

File Information:

Document Number: 202300259018
Receipt Number: 20231228000476
Recorded Date/Time: December 28, 2023 12:06 PM
User: Pamela G
Station: CC149

Record and Return To:

HILLTOP HOMEOWNERS ASSOC
PO BOX 800783
BALCH SPRINGS TX 75180



STATE OF TEXAS
Dallas County

I hereby certify that this Instrument was filed in the File Number sequence on the date/time printed hereon, and was duly recorded in the Official Records of Dallas County, Texas

John F. Warren
Dallas County Clerk
Dallas County, TX