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**SPRING BRANCH ESTATES II  
CIVIC ASSOCIATION**

**P.O. Box 430236  
Houston, Texas 77243**

**THE STATE OF TEXAS §  
  §  
COUNTY OF HARRIS §**

**ASSOCIATION'S COLLECTION POLICY**

- I.** The name of the Subdivision is Spring Branch Estates, Section Two (2).
- II.** The name of the Association is SPRING BRANCH ESTATES II CIVIC ASSOCIATION.
- III.** The recording data (i.e., Map or Plat reference) for the Subdivision is as follows:

A subdivision out of the M. Cronican and A. T. Miles Surveys, of Harris County, Texas per the map or plat thereof filed under County Clerk's File No. No. G00213 in the Map Records of Harris County, Texas.

- IV.** The recording data for the Declaration (i.e., Deed Restrictions) for each Section of the Subdivision is as follows:

- a) First Amendment to the Restrictions for Spring Branch Estates, Section Two recorded on September 4, 1996 under Harris County Clerk's File No. S101879 (includes numerous signature pages);
- b) Petition for Second Amendment to and Extension of the Restrictions for Spring Branch Estates, Section Two recorded on December 20, 1996 under Harris County Clerk's File No. S252867 (includes numerous signature pages).
- c) Correction to Second Amendment to and Extension of the Restrictions for Spring Branch Estates, Section Two recorded on August 27, 1997 under Harris County Clerk's File No. S609511.
- d) Any recorded Annexation Agreements (annexing additional Lots or Tracts into the Association's jurisdiction).

HP 000-44-494

V. **COLLECTION POLICY:** The Association provides a number of services for the Spring Branch Estates, Section Two (2) community. While the majority of property owners ("Owners") do timely pay, there is generally a percentage of owners who do not. The obligation to pay annual assessments/maintenance charges ("assessments") is mandatory for all property owners. The Association's current Collection Policies and Procedures are as follows:

1. The Association mails out invoices at least thirty (30) days before the due date.
2. Payment in full is due annually in advance on January 1 of each year. However, there is no late fee, penalty or interest charged so long as the full payment is received by the Association on or before January 31 of each year.
3. Should an Owner fail to pay the full amount of the assessment currently due on or before January 31 of any year, the Association will apply the following schedule:
  - a) A delinquent statement may be mailed on or after February 1st.
  - b) A delinquency letter offering a payment plan and a copy of the Association's payment plan policy may be mailed on or after March 1st.
  - c) If an Owner(s) default(s) on a payment plan, the payment plan is automatically terminated and the Association is not obligated to make another payment plan with that owner(s) relative to annual assessments for the next two (2) years.
  - d) All delinquent items are subject to periodic review by the Association's Legal Committee.
  - e) All items placed with the Association's attorney may remain with the attorney's office until paid in full.

**CERTIFICATION**

"I, the undersigned, being the President of SPRING BRANCH ESTATES II CIVIC ASSOCIATION, hereby certify that the foregoing Collection Policy Resolution was adopted by at least a majority of the Association's Board of Directors, and such Collection Policy Resolution has never been modified or repealed, and is now in full force and effect."

*AR*

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

**SPRING BRANCH ESTATES II CIVIC ASSOCIATION**

*Wayne L Hartman*

By: \_\_\_\_\_  
Printed name: **WAYNE L. HARTMAN**  
Office Held: **President**

DEC 30 2011



*Stan Stewart*  
COUNTY CLERK  
HARRIS COUNTY, TEXAS

**ACKNOWLEDGMENT**

THE STATE OF TEXAS     §  
  §  
COUNTY OF HARRIS     §

**BEFORE ME, A NOTARY PUBLIC**, on this day personally appeared **WAYNE L. HARTMAN**, President of **SPRING BRANCH ESTATES II CIVIC ASSOCIATION**, a Texas Non-Profit Corporation, known to me to be the person whose name is subscribed to the foregoing instrument and, being by me first duly sworn and declared that he executed same in the capacity and for the consideration therein expressed, and as the act and deed of such Corporation.

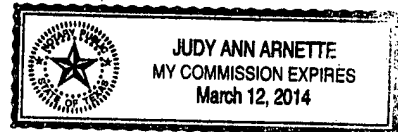
**GIVEN UNDER MY HAND AND SEAL OF OFFICE** on this the 30<sup>th</sup> day of December, 2011.

*Judy Arnette*

**NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS**

After recording, return to: ✓✓

Michael T. Gainer, Attorney at Law  
9801 Westheimer, Suite 302  
Houston, Texas 77042



Spring Branch Estates II Civic Association / Collection Policy

*Stan Stewart*  
COUNTY CLERK  
HARRIS COUNTY, TEXAS  
2011 DEC 30 PM 3:50  
FILED