

**The Hidden Lakes Master Association, Inc.
3102 Oak Lawn, Suite 202
Dallas, TX 75219**

Dedicatory Instruments

COLLECTIONS POLICY

WHEREAS, Lots in The Hidden Lakes Master Association, Inc. are subject to Master Declaration of Covenants, Conditions and Restrictions for Hidden Lakes ("Declaration"), dated November 6, 1996, was recorded in the Real Property Records of Tarrant County, Texas, under County Clerk's Document No. D196221415.

The Association wishes to adopt reasonable guidelines to establish a collection policy for the Association for delinquent regular or special assessments or any other amount owed to the Association; and

WHEREAS, the Board wishes to update and adopt these reasonable guidelines to be in compliance with Section 209.0062 of the Texas Property Code; and

WHEREAS, the Board intends to file these guidelines in the real property records of each county in which the subdivision is located, in compliance with Section 209.0062 of the Texas Property Code; and

WHEREAS, Section 5.5 of the Declaration states, "If any Assessment, whether regular annual or special, is not paid by the due date applicable thereto, the Owner responsible for the payment thereof may be required by the Board, at the Board's election at any time and from time to time, to pay a late charge in such amount as the Board may designate from time to time, and the late charge (and any reasonable handling costs therefor) shall be a charge upon the Lot(s) owned by such Owner, collectible in the same manner as herein provided for collection of Assessments, including foreclosure of the lien against such Lot(s) hereinabove granted; provided, however, such charge shall never exceed the maximum charge permitted under applicable law.

NOW, THEREFORE, IT IS RESOLVED that the attached collection policy has been established by the Board and is to be recorded with the Real Property Records.

COLLECTIONS POLICY

The Hidden Lakes Master Association, Inc. collection process includes the following steps:

Notice	Description
1 st Friendly Notice	<ul style="list-style-type: none"> • Issued by the billing department after the Association's late date as a statement showing the total amount due. The late date is the 10th of the month, following due date of January 1. • Late fees and a collection fee will apply. • Only issued to owners <u>with a balance of \$10 or more.</u>
2 nd Formal Notice	<ul style="list-style-type: none"> • Issued as a late letter (typically 30 days after the Friendly Notice). • Collection fee will apply. • Includes the Fair Debt Collections verbiage and allows the account holder 30 days from receipt of notice to address the delinquent account. <ul style="list-style-type: none"> ○ Per the Texas Property Code, these notices must be mailed certified (also mailed first class) and include language regarding restricted access to amenities and the right to cure. • Only issued to owners <u>with a balance of \$50 or more.</u>
Demand Letter	<ul style="list-style-type: none"> ○ This is a second 30-day collection notice (similar to the 2nd Formal Notice); sent via certified mail. ○ Collection fee will apply.
Lien	<ul style="list-style-type: none"> • If assessments are still outstanding, the account will be referred directly to an attorney's office to proceed with an Authorization to Lien unless the Manager or Board of Directors stipulates otherwise. • The lien is filed with the county clerk where the property is located and is a legal record that a debt is owed and is secured against the property in question. • Processing and filing a lien with the county clerk can take up to 30 (thirty) days. • Collection & Legal fees will apply.
Foreclosure	<ul style="list-style-type: none"> • <i>Authorization for Foreclosure must be Board-approved in writing.</i> <ul style="list-style-type: none"> ○ The approval should be in the form of Board-approved meeting minutes or a signature on an approved form. ○ The collection agency or attorney's office requires the Board to sign an Assignment of Substitute Trustee (AST) that allows the chosen representative to post and settle a foreclosure on behalf of the Board. ○ Collection and legal fees will apply. • Processing an account for foreclosure can take up to ninety (90) days • A homeowner has a six-month (180 day) period to redeem property that has been foreclosed by paying the amount owed in full, including all dues, legal, and collection fees • The Association can proceed with Authorization to Evict once the property has been foreclosed.

This is to certify that the foregoing Collections Policy was adopted by the Board of Directors.

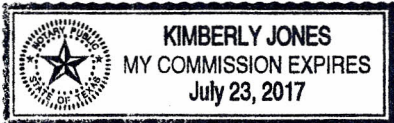
Name: MICHAEL HUNWICK

Title: SECRETARY

Date: 07-14-16

STATE OF TEXAS §
COUNTY OF TARRANT §
§

This instrument was acknowledged before me on the 14 day of July,
2016, by Michael Hunwick, Secretary of
The Hidden Lakes Master Association Inc., a Texas non-profit corporation, on behalf of said corporation.

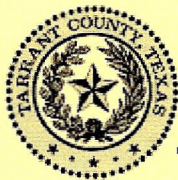


Kimberly Jones
Notary Public, State of Texas

AFTER RECORDING RETURN TO:
FirstService Residential
3102 Oak Lawn Avenue, Suite 202
Dallas, TX 75219

MARY LOUISE GARCIA

COUNTY CLERK



100 West Weatherford Fort Worth, TX 76196-0401

PHONE (817) 884-1195

THE HIDDEN LAKES MASTER ASSOCIATION INC
3102 OAK LAWN STE 202
DALLAS, TX 75219

Submitter: THE HIDDEN LAKES MASTER
ASSOCIATION INC

DO NOT DESTROY
WARNING - THIS IS PART OF THE OFFICIAL RECORD.

Filed For Registration: 7/15/2016 11:35 AM

Instrument #: D216158123

OPR 4 PGS \$24.00

By: _____

Mary Louise Garcia

D216158123

ANY PROVISION WHICH RESTRICTS THE SALE, RENTAL OR USE OF THE DESCRIBED REAL PROPERTY
BECAUSE OF COLOR OR RACE IS INVALID AND UNENFORCEABLE UNDER FEDERAL LAW.