

STATE OF TEXAS §
 §
COUNTY OF BEXAR §

SCANNED

SAN GERONIMO AIRPARK PROPERTY OWNERS ASSOCIATION

ASSESSMENT COLLECTION POLICY

San Geronimo Airpark is a community (the "**Community**") created by and subject to the Declaration of Conditions and Restrictions for San Geronimo Airpark, recorded at volume 2351 page 554 in the Official Public Records of Bexar County, Texas, and any amendments or supplements thereto (the "**Declaration**"). The operation of the Community is vested in San Geronimo Airpark Property Owners Association, a Texas nonprofit corporation (the "**Association**"), acting through its board of directors (the "**Board**").

The Board hereby adopts this Assessment Collection Policy to establish equitable policies and procedures for the collection of Assessments levied pursuant to the Declaration, bylaws, and rules of the Association.

1. Due Date. Regular assessments are billed semi-annually in early December and early June, and are due and payable on January 1 and July 1 each year. Special assessments are due as provided by the Board of Directors when such assessments are levied.
2. Delinquency Date. Any assessment that is not paid in full on the due date is delinquent.
3. Late Fees, Interest & Collection Costs. All costs incurred by the Association to collect past due assessments, including attorney fees, will be added to the amount due as allowed by law.
4. Notices and Statements. Association members must maintain with the Association a correct mailing address for delivery of assessment invoices.
5. Collection Process--Notices. The Association shall follow the multi-step collection process and provide notices as required by Texas Property Code Sections 209.0064 and 209.0094:
 - (a) The first notice of delinquency must be provided by first class mail to the property owner's last known mailing address, as reflected in records maintained by the Association; or by e-mail to an e-mail address the property owner has provided to the property owners' Association.
 - (b) The second notice of delinquency must be provided by certified mail, return receipt requested, to the property owner's last known mailing address, as reflected in the records maintained by the Association, not earlier than the 30th day after notice is given under Subsection (a) above.
 - (c) This Association may not file an assessment lien before the 90th day after the date notice of delinquency was sent to the property owner under Subsection (b) above.

(d) In order to hold an owner liable for fees of a collection agent retained to collect a delinquent assessment, this Association shall first provide written notice to the owner by certified mail that:

- (1) specifies each delinquent amount and the total amount of the payment required to make the account current;
- (2) describes the options the owner has to avoid having the account turned over to a collection agent, including information regarding availability of a payment plan through the association; and
- (3) provides a period of at least 45 days for the owner to cure the delinquency before further collection action is taken.

6. Collection Process--Attorney. Once the Association has complied with the notice requirements in paragraph 5 herein, the Association's Board may, by majority vote, at a duly called board meeting, refer the matter to the Association's attorney for formal collection proceedings, including filing Notice of Lien in the county land records.

7. Collection Process—Collection Lawsuit and Foreclosure. Once the Association's attorney verifies that all formal notices and legal prerequisites have been satisfied, a collection lawsuit and / or foreclosure action may be initiated by the attorney only upon specific authorization by a majority vote of the Board at a duly-called board meeting.

8. Application of Payments. Payments shall be applied in the order specified in Texas Property Code Section 209.0063:

- a. Delinquent assessments;
- b. Current assessments;
- c. Reasonable attorney's fees or reasonable third-party collection costs incurred by the association associated solely with assessments or any other charge that could provide the basis for foreclosure;
- d. Any other reasonable attorney's fees incurred by the association;
- e. Reasonable fines assessed by the association; and
- f. Other reasonable amount owed to the association.

9. Payment Plans. The Association shall offer payment plans for a minimum of three (3) months and a maximum of eighteen (18) months, as determined by the Board.

- a. Payments are due on the first day of each month.
- b. A fee of \$5.00 will be added to each payment to cover the administrative costs of the payment plan.
- c. An owner need be offered a payment plan only once within a twelve-month period.
- d. The payment plan shall conform to Texas Property Code Section 209.0062.

10. Compliance with Law. This policy and all collection efforts by the Association shall be in compliance with Texas and Federal law. If this policy is found to be in conflict with any state or federal law, the conflicting law shall supersede any conflicting provisions in this policy.

The foregoing document was approved by majority vote at a duly called meeting of the Board of Directors on September 21st, 2024, as certified by the signatures of the President and Secretary of the Association below.

Signed this 24th day of October, 2024.

SAN GERONIMO AIRPARK PROPERTY OWNERS ASSOCIATION

Richard Becton

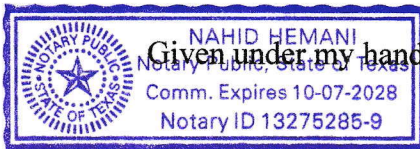
By: Richard Becton, Its President

B.J.O. Dea

By: BJ O'Dea, Its Secretary

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Before me, the undersigned notary public, on this day personally appeared Richard Becton, President of San Geronimo Airpark Property Owners Association, known to me or proved to me by presentation to me of a governmentally-issued identification card to be one of the persons whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed it for the purposes and consideration expressed in it.



Given under my hand and seal of office the 24th day of October, 2024.

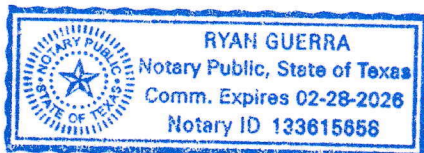
Nahid H

Notary Public, State of Texas

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Before me, the undersigned notary public, on this day personally appeared BJ O'Dea, Secretary of San Geronimo Airpark Property Owners Association, known to me or proved to me by presentation to me of a governmentally-issued identification card to be one of the persons whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed it for the purposes and consideration expressed in it.

Given under my hand and seal of office the 24 day of October, 2024.





Notary Public, State of Texas

AFTER RECORDING RETURN TO:

San Geronimo Airpark Property Owners Association
15464 Culebra Road, #30
San Antonio, TX 78253