CROSS MOUNTAIN RANCH HOMEOWNERS ASSOCIATION, Inc

Assessment Collection Procedures

Policy on Fines, Fees, & Assessments

SCANNED

The annual assessment is set by the Board of Directors no later than December 1, as authorized in the Declaration and Bylaws. The annual assessment in 2024 is $90, and may not increase more than 10% without a vote by homeowners to approve as specified in the Declaration and Bylaws.

- Assessment billing statements will be mailed to every lot owner at the current address on file with the Association no later than December 26, to arrive no later than January 1. Homeowners may opt to receive their statement via email rather than USPS.
- January 31 — Assessments are due January 31. Grace period for payment extends through March 31 before an account is considered delinquent.
- February 15 — Reminder statement and notice sent via USPS and/or email (if available) to all unpaid accounts
- April 1 — Unpaid accounts are delinquent. Payments received via USPS postmarked prior to March 31 and received before April 7 will be accepted without penalty.
- **Delinquent accounts will be assessed a late fee of $25 per lot.**
- May 1 — Past Due Statement/Invoice sent to delinquent accounts via USPS First Class and email (if available) with notice that an administrative fee for collection will be applied if not paid by June 1.
- June 1 — Delinquent accounts assessed administrative fee of $35 (per owner, not per lot) for Collection Notice Letter sent via USPS First Class and Certified Mail, and email if available, in accordance with Property Code 209.0094.
- September 1 — All delinquent accounts will be assessed an additional administrative fee of $35 for a 2nd Collection Letter and Invoice sent via USPS First Class and Certified Mail, and email (if available). At the discretion of the Board of Directors, delinquent accounts may be referred to an attorney for collection and enforcement of lien.
- December 1 — All delinquent accounts will be assessed an additional administrative fee of $35 for a 3rd and Final Collection and Invoice Letter sent via USPS First Class and Certified Mail, and email (if available).
- December 31 — All delinquent accounts will be referred to an attorney for collection; all legal fees will be the responsibility of the owner, and penalties may include other possible legal action including lien enforcement and possible foreclosure.

Payments to Delinquent accounts will be credited to oldest assessment(s) first, then new assessment, then attorney fees, late fees and other charges; Late fees and charges on delinquent assessments will continue to accrue until paid.

The Board reserves the right, but not the obligation, to waive late fees and administrative fees in consideration of extenuating circumstances for individual homeowners upon request.

Any homeowner may apply for a payment plan for assessments; at the Board's discretion, an administrative fee may be applied to a payment plan. If there is any difficulty in timely payment of the assessment, please contact the Board at crossmtnranchsatx@gmail.com, and we will work with you to find an appropriate solution.

The foregoing Assessment Collection Procedure Policy was adopted by the Board of Directors of the Association by majority vote at a duly-called meeting of the Board of Directors, as certified by the President of the Association below.

Executed this the 18 day of May, 2024.

CROSS MOUNTAIN RANCH HOMEOWNERS ASSOCIATION, INC.

By: _____
John Cairo, President

STATE OF TEXAS §
§
COUNTY OF BEXAR §

Before me, the undersigned notary public, on this day personally appeared John Cairo, President of the Board of Directors, acting on behalf of Cross Mountain Ranch Homeowners Association, Inc., known to me or proved to me by presentation to me of a governmentally-issued identification card to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that they executed it for the purposes and consideration expressed in it.

Given under my hand and seal of office the 18th day of May, 2024.

_____ Notary Public, State of Texas

JACOB ZEINER
Notary Public, State of Texas
My Comm. Exp. 02-13-2028
ID No. 134763022

VG-76-2024-20240089714

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Any provision herein which restricts the sale or use of the described real property because of race is invalid and unenforceable under Federal law

STATE OF TEXAS, COUNTY OF BEXAR

I hereby Certify that this instrument was FILED in File Number Sequence on this date and at the time stamped hereon by me and was duly RECORDED in the Official Public Record of Bexar County, Texas on:
5/20/2024 10:26 AM

COUNTY COURT * BEXAR COUNTY TEXAS *

Lucy Adame-Clark
Lucy Adame-Clark
Bexar County Clerk