

STATE OF TEXAS §
 §
COUNTY OF BEXAR §

SAN GERONIMO AIRPARK PROPERTY OWNERS ASSOCIATION

ASSESSMENT COLLECTION POLICY

SCANNED

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--Informal Letter. Once an assessment becomes delinquent, the Association will send a late notice via US mail or email, including contact information for the Association's person to be contacted with questions.
6. Collection Process--Formal Demand. Once an assessment becomes delinquent for 45 days, the Association's Board may send a formal demand letter via certified US mail. This letter shall notify the owner that he or she has thirty (30) days to question the validity of the debt or pay it in full, that the Association offers a payment plan [if the owner is eligible], and any other information required to satisfy Texas Property Code Section 209.0064.
7. Collection Process--Attorney. Once an assessment becomes delinquent for 90 days, the Association's Board may, by majority vote, refer the matter to the Association's attorney for formal collection proceedings, including an attorney Demand Letter and Notice of Lien.
8. 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.

9. 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.

10. Payment Plans. The Association shall offer payment plans for a minimum of three (3) months and a maximum of twelve (12) months, as determined by the Board.

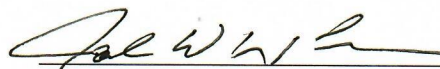
- a. Payments are due on the first day of each month.
- b. A fee of \$5.00 will be added to each payment to cover the administrative costs of the payment plan.
- c. An owner need be offered a payment plan only once within a twelve month period.
- d. The payment plan shall conform to Texas Property Code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

11. 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 NOVEMBER 19, 7, 2022, as certified by the signatures of the President and Secretary of the Association below.

Signed this 21st day of December, 2022.

SAN GERONIMO AIRPARK PROPERTY
OWNERS ASSOCIATION



By: Jake White, Its President



By: Larry Tschirhart, Its Secretary

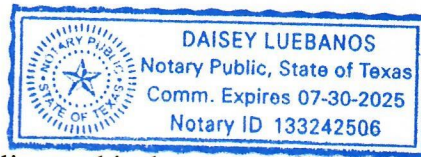
STATE OF TEXAS §
 §
COUNTY OF BEXAR §

Before me, the undersigned notary public, on this day personally appeared Jake White, 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 21 day of December, 2022.

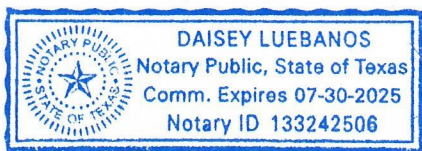
Daisy Luebanos
Notary Public, State of Texas

STATE OF TEXAS §
 §
COUNTY OF BEXAR §



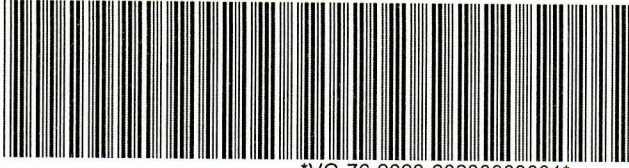
Before me, the undersigned notary public, on this day personally appeared Larry Tschirhart, Secretary of San Geronimo Airpark Property Owners Association, known to me or proved to me by presentation to me of a governmentally-issued identification card to be one of the persons whose name is subscribed 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 21 day of December, 2022.



Daisy Luebanos
Notary Public, State of Texas

AFTER RECORDING RETURN TO:
San Geronimo Airpark Property Owners Association
15464 Culebra Road, #30
San Antonio, TX 78253



VG-76-2023-20230003031

File Information

**FILED IN THE OFFICIAL PUBLIC RECORDS OF BEXAR COUNTY
LUCY ADAME-CLARK, BEXAR COUNTY CLERK**

Document Number: 20230003031

Recorded Date: January 06, 2023

Recorded Time: 1:53 PM

Total Pages: 4

Total Fees: \$34.00

**** THIS PAGE IS PART OF THE DOCUMENT ****

**** Do Not Remove ****

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:
1/6/2023 1:53 PM



Lucy Adame-Clark
Lucy Adame-Clark
Bexar County Clerk