

Associa Houston Assessment Delinquency Agreement - 2024

Association: **Kirbywoods POA**

Code: **242**

Fee Schedule Confirmation

Fiscal Year Begins: **January**

Assessments are billed: **Semi-Annually** Assessment rate will: **Not Change** (%)

Assessment **\$500.00** Date to Apply **1st** **Jan & July**

Late Fee **\$10.00** Date to Apply **31st** **Feb & Aug** 1 Time **No**

Late Interest **1.50%** Date to Apply **28th** **Monthly**

Handling Charge **Applied monthly when delinquent** Deed Search & Lien Fees **Applied when processed**

Other Fees **\$20.00** For **Handling Charge** \$ **_____** For **_____**

Special Assessments: **None** Explain: **_____**

Additional info/inserts required by the board to go out with the first statements: (Attach pages if necessary)

Y/N **Yes** Document to send: **Assessment increase letter**

Statement Process

Annual Billing/Coupons will be sent in	May & Nov
Reminder Statements will be sent in (\$5 charge)	Feb & Aug
Certified letter will be sent in	Mar & Sept
Deed Search will be performed in	Apr & Oct
Liens will be filed in	Jan & July
Final Demand Letter	Feb & Aug
Minimum to add delinquency charges	\$200.00

Attorney

Board must decide which accounts are sent to the attorney.

Month To Turn Over **Apr & Oct**

Min. Balance to Turn Over **\$500.00**

Small Balances **Board approval is required to waive any fees.** \$ **_____**

Send statements on small balances over (\$5 charge) **50.00**

Bank selected to deposit payments into: **Pacific Premier Bank - P.O. Box 3156 Houston, TX 77253-3156**

Additional Accounting Authorizations

* Per State Law, the Association must accept payment plans for 3 to 18 months. HCMS will automatically accept all legal payment plan requests. HCMS will charge the owner a monthly handling charge for monitoring the plan. The standard plan offered will be a 3 month payment plan with 3 equal installments. The payment plan shall include the HCMS handling charge. If any payment is made late, the homeowner will be in default of this payment plan and will immediately be sent a default notice and proceed to the next available step in the collections process and will begin to incur delinquency handling charges.

* HCMS is authorized to use electronic transfers to move funds between association bank accounts as required to handle association business and maintain FDIC account limits. HCMS will utilize electronic draft of all utility invoices unless explicitly instructed otherwise through a vote of the board and documented in the approved board meeting minutes.

* Partial payments will be deposited if received prior to 90 days after the original due date. All homeowner correspondence requesting that fees be waived will be directed to the board of directors for approval.

* All dates used on this form are considered approximate and may vary slightly.

Auto Renewal

If a new delinquency agreement is not signed 45 days prior to the end of the fiscal year, this agreement will automatically be renewed for another year. All information will be kept the same, and dates will be advanced by one year. This will further assume there will be no increase in the assessment rates.

Board of Directors Signature

Date

HCMS Executive Signature

Date

***Additional notes may be written on the back of this form.