

*Handwritten marks and signature*

**SECRETARY'S CERTIFICATE**  
**The Pines Condominium Association, Inc.**  
**A Texas Non-Profit Corporation**

**Resolution Regarding Payment Agreements**

The undersigned, being the duly elected, qualified and acting Secretary of The Pines Condominium Association, Inc., a Texas non-profit corporation (the "Association"), and the keeper of the minutes and records of the said corporation, does hereby certify that the following is a true and correct resolution of this corporation as adopted by the Board of Directors (the "Board") at a duly called meeting held on January 15, 2014.

WHEREAS, the Association is responsible for governance and maintenance of THE PINES CONDOMINIUM ASSOCIATION, INC. as described in that certain "Condominium Declaration for The Pines Condominiums," filed for record under County Clerk's File No. F290906, Volume 48, Page 38 et seq., of the Condominium Records of Harris County, Texas, and all amendments thereto as (said recorded documents and all exhibits and amendments thereto being referred to as "Declaration"); and

*Handwritten mark*

WHEREAS, the Association exists pursuant to state law and its governing documents; and

WHEREAS, the Association is authorized to adopt and enforce reasonable rules and regulations in the interest of the community, pursuant to state and its governing documents; and

WHEREAS, there is a need for a policy with regard to payment agreements administered by Management on behalf of The Pines Condominium Association, Inc.,

AND WHEREAS, the Board of Directors of The Pines Condominium Association, Inc., wish to make this policy a matter of record,

NOW THEREFORE, BE IT RESOLVED, the Board of Directors on behalf of The Pines Condominium Association, Inc. sets the policy as follows:

- An owner who is delinquent in the payment of assessments or any other charges on their account may enter into a payment agreement with the Association to pay the debt without incurring additional penalties. However, the owner will be subject to payment of reasonable costs associated with administering the payment agreement.
- The minimum term of the payment agreement will be three (3) months, the maximum term of the payment agreement will be twelve (12) months.

RP 090-45-0223

- The fee to administer the payment agreement will be a flat fee of \$25.00 per month, such cost will be added to the total amount due and paid in accordance with the payment agreement. The payment agreement fees collected from the owner will be reimbursed by the Association to the Management Company for the time associated with administering the agreement.
- In addition to the installment payments and administrative costs under the agreement, the owner will also be required to pay the regular accruing monthly assessment prior to delinquency.
- Failure to pay any of the installments agreed to by their due date or failure to pay the regular monthly assessment prior to delinquency may result in the payment plan being revoked and withdrawn and the Association will be entitled to proceed with further collection and legal action.
- If an owner fails to honor the terms of a payment agreement within a two year period, the owner may not be eligible for another payment agreement.

Lori Eberle

\_\_\_\_\_  
 , Secretary for  
 The Pines Condominium Association, Inc.  
 a Texas Non-Profit Corporation

*[Handwritten signature]*

1-15-14

\_\_\_\_\_  
 Date

THE STATE OF TEXAS §  
 §  
 COUNTY OF HARRIS §

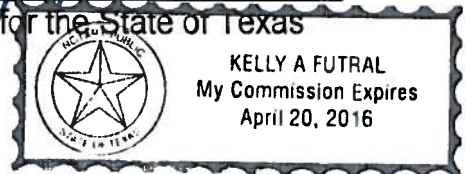
KNOW ALL MEN BY THESE PRESENTS:

This instrument was acknowledged before me on the 15<sup>th</sup> day of January, 2014, by Lori Eberle, Secretary of The Pines Condominium Association, Inc., a Texas non-profit Corporation, on behalf of said corporation.

*[Handwritten signature: Kelly A Futral]*

\_\_\_\_\_  
 Notary Public in and for the State of Texas

Record and Return to: The Pines Condominium Association, Inc.  
 c/o Creative Management Company  
 8323 Southwest Freeway, Suite #330  
 Houston, TX 77074



RP 090-45-0224

RP 090-45-0225

**FILED FOR RECORD  
8:00 AM**

**FEB - 6 2014**

*Stan Stansit*  
**County Clerk, Harris County, Texas**

ANY PROVISION HEREIN WHICH RESTRICTS THE SALE, RENTAL, OR USE OF THE DESCRIBED REAL PROPERTY BECAUSE OF COLOR OR RACE IS INVALID AND UNENFORCEABLE UNDER FEDERAL LAW.  
**THE STATE OF TEXAS  
COUNTY OF HARRIS**  
I hereby certify that this instrument was FILED in File Number Sequence on the date and at the time stamped hereon by me, and was duly RECORDED, in the Official Public Records of Real Property of Harris County, Texas.

**FEB - 6 2014**



*Stan Stansit*  
**COUNTY CLERK  
HARRIS COUNTY, TEXAS**