



BROOKWOOD HILLS II HOMEOWNERS ASSOCIATION, INC.
ASSESSMENT, COLLECTION, AND PAYMENT PLAN POLICY

RECITALS

1. The property encumbered by this Assessment, Collection, and Payment Plan Policy ("Policy") is the property restricted by the Amended and Restated Declaration of Covenants, Conditions, and Restrictions for Phase II, Brookwood Hills, recorded in the Official Public Records of Tarrant County, Texas as Clerk's File NO. D225193198, as same has been or may be amended and supplemented from time to time (the "Declaration"), and any other property which has been or may be subsequently annexed thereto and made subject to the authority of the Brookwood Hills II Homeowners Association, Inc. (the "Association").

2. The Board adopts this policy to establish a uniform and systematic procedure to collect assessments and other charges of the Association, per Texas Property Code Section 209.0094.

3. The Board adopts this policy to identify the systematic procedure under which owners may request an alternative payment schedule for certain assessments for the properties under the jurisdiction of the Association, per Texas Property Code Section 209.0062.

4. This Policy replaces and supersedes any previously recorded or implemented policy, if any, that address the subjects contained herein.

4. All capitalized terms in this Policy shall have the same meanings as that ascribed to them in the Declaration.

I. ASSESSMENT AND COLLECTION

1. **ASSESSMENT PERIOD**

The Board has the duty of establishing and adopting an annual budget, in advance, for each fiscal year of the Association covering the estimated costs of operation of the Association during each year.

2. **NOTICE**

The Board shall fix the amount of the annual assessment against each lot for the following year and shall, at that time, prepare a roster of the and assessments applicable thereto which shall be kept in the office of the Association and shall be open to

inspection by any owner. Upon completion of the roster, written notice of the assessment due may be sent to every owner subject to the assessment. An owner may not escape liability or be entitled to a deferral of interest, fines or collection costs with regard to delinquent assessments on the basis of such owner's failure to receive notice if such notice was sent via regular mail and/or via certified mail return receipt requested to the most recent address of the owner according to the records of Association. Each owner shall have the obligation to notify the Association in writing of any change in address which shall become effective five (5) days after written notice has been received.

3. DUE DATE

All assessments are due and payable annually on June 30, as determined by a majority of the Board for that assessment year. If any assessment is due and the Association is not paid within thirty (30) days of the due date, then such assessment shall become delinquent. Charges disputed by an owner are considered delinquent until such time as they are paid in full.

Payments received more than thirty (30) days after the due date are considered delinquent and the entire amount due may be transferred to a Payment Plan as set forth in Section II of this Policy.

4. INTEREST AND LATE FEES

If the assessment is not paid on or before the due date, the assessment shall bear interest from the due date at 18% per annum, or the maximum, non-usurious rate, whichever is less, and shall be subjected to a late fee, in an amount determined by the Board, until the assessment is paid in full.

5. DELINQUENCY NOTIFICATIONS

The Association shall send the following two notifications to delinquent owners:

- a. VIOLATION LETTER: In the event that an assessment account balance remains unpaid after the due date, or there is a default on a Payment Plan entered into prior to the Violation Letter, a Violation Letter shall be sent to each owner with a delinquent account (1) by first class mail to the property owner's last known mailing address, as reflected in records maintained by the Association; or (2) by e-mail to an e-mail address the property owner has provided to the Association, setting forth all assessments, interest and other amounts due, including any administration fees and/or late fees that may be charged by the Association. The

Violation Letter will contain a statement that the entire remaining unpaid balance of the assessment is due, including any previously imposed late fees, and that the owner is entitled to a Payment Plan as set forth in Article II below. In the event an owner chooses to enter into a Payment Plan, a monthly charge may be added to each delinquent owner's account balance for administrative costs related to the Payment Plan and such additional administrative costs will continue until the entire balance is paid in full.

b. DEMAND LETTER: In the event an assessment account balance remains unpaid after the due date, or there is a default on a Payment Plan entered into, a Demand Letter shall be sent via certified mail, return receipt requested to each delinquent owner at the owner's last known address, as reflected in the records maintained by the Association. The Demand Letter will set forth the following information and the result of failure to pay, including an explanation of:

- 1) AMOUNTS DUE: All delinquent assessments, interest and other amounts due, including any administration, statutory, and/or late fees that may be charged by the Association, and the total amount of the payment required to make the account current;
- 2) OPTIONS: If the owner has a right to a Payment Plan, the options the owner has to avoid having the account turned over to a collection agent or legal counsel, including information regarding availability of a Payment Plan through the Association;
- 3) PERIOD TO CURE: A period of at least thirty (30) days for the owner to cure the delinquency before further collection action is taken;
- 4) HEARING: Owners shall be given notice and opportunity for a hearing before the Board. A hearing shall be granted if a written request for a hearing is received by the Association not more than thirty (30) days from the date the Final Notice is mailed to the owner.

If a hearing is requested within thirty (30) days from the date the Second Notice of Delinquency is mailed to the owner, further collection procedures are suspended until the hearing process is completed. The Board shall set a hearing date not later than thirty (30) days after receipt of the owner's request for a hearing. Either party may request a postponement, which shall be granted for a period of not more than ten

(10) days. Additional postponements may be granted by agreement of both parties. Further collection steps will be determined by the action of the Board;

- 5) PAYMENT PLAN: The Violation Letter and Demand Letter will contain a statement that the entire remaining unpaid balance of the assessment, including any previously imposed late, administration, and/statutory fees, is due and that the owner is entitled to a Payment Plan as set forth in Article II below. In the event an owner chooses to enter into a Payment Plan, a monthly charge may be added to each delinquent owner's account balance for administrative costs related to the Payment Plan and such additional administrative costs will continue until the entire balance is paid in full;
- 6) MILITARY NOTICE: If the owner is serving on active military duty, the owner may have special rights or relief related to the enforcement action under federal law, including the Service members Civil Relief Act.
- 7) TURNOVER TO COLLECTION AGENT/ ATTORNEY: If the Demand Letter is sent to an owner and a hearing is not requested within thirty (30) days from the date the Demand Letter is mailed to the owner, member privileges may be suspended; the account may be sent to a collection agent and/or the Association's attorney for collection following expiration of the Thirty (30) day period to cure; and any fees and expenses may be charged to the owner's assessment account.
- 8) FILING OF LIEN. The Association shall not file an assessment lien before the 30th day after the date the Demand Letter is sent to the owner.

6. REFERRAL OF ACCOUNT TO ASSOCIATION'S ATTORNEY

Upon referral of the account to the Association's attorney, the attorney is authorized to take whatever action is necessary, in consultation with the Board, including but not limited to, sending demand letters, filing a lawsuit against the delinquent owner for a money judgment, instituting an expedited foreclosure action or judicial foreclosure action; and filing necessary claims, objections and motions in the bankruptcy court and monitoring the bankruptcy case in order to protect the Association's interests.

As a prerequisite to foreclosure of the Association's lien, either the Association's attorney or the Association will send notification via certified mail to any holder of a lien of record on the owner's property whose lien is inferior or subordinate to the Association's lien as evidenced by a deed of trust. The notification may also be sent by any method of mailing for which evidence of mailing is provided by the United States Postal Service or a common carrier, as well as by any other method that the Board determines that the notification may be received by such lien holder(s). Said notice will provide such lien holders with the total amount of the delinquency giving rise to the foreclosure and an opportunity to cure before the sixty-first (61st) day after the day the notice is mailed.

7. **BANKRUPTCIES**

Upon receipt of any notice of a bankruptcy of an owner, the account may be turned over to the Association's attorney so that the Association's interests may be protected.

8. **REQUIRED ACTION**

Nothing contained herein, not otherwise required by the Declaration or Bylaws, shall require the Association to take any of the specific actions contained herein. The Board of the Association shall have the right, but not the obligation, to evaluate each delinquency on a case-by-case basis as it, in its best judgment, deems reasonable.

9. **PAYMENTS RETURNED NON-SUFFICIENT FUNDS**

An owner will be assessed a service charge for any check that is returned or Automatic Clearing House (ACH) debit that is not paid for any reason, including but not limited to Non-Sufficient Funds (NSF) or stop payment order (hereinafter "Unpaid Amounts"). The amount of the service charge assessed by the Association will be the amount charged by the financial institution related to any such Unpaid Amounts plus any administrative costs incurred by the Association as a result of such Unpaid Amounts.

II. PAYMENT PLAN POLICY

The Association hereby establishes a Payment Plan Policy whereby an owner may make partial payments to the Association for delinquent assessments, or any other amount owed to the Association without accruing additional monetary penalties. Monetary penalties do not include interest or reasonable costs associated with administering the Payment Plan. Any late fees imposed prior to a request for a Payment Plan may be made part of such Payment Plan at the discretion of the Board.

A. ELIGIBILITY

1. The Association is not required to enter into a Payment Plan with an owner who failed to honor the terms of a previous Payment Plan.
2. Each Payment Plan must be approved by the Board.
3. Failure to pay the first payment of the payment plan shall be considered a default of the Payment Plan.
4. The term for the Payment Plan shall be determined at the discretion of the Board, but shall be no less than three (3) months and no more than twelve (12) months.
5. Each Payment Plan shall require monthly payments based on the number of months for such Payment Plan, with each payment due at the end of each designated month;
6. If an owner requests a Payment Plan that will extend into the next assessment cycle, the owner will be required to pay future assessments by the due date in addition to the payments specified in the Payment Plan;
7. The Association is not required to offer a Payment Plan to an owner after the thirty (30) day period to cure the delinquency has expired;
8. The Association is not required to allow an owner to enter into a payment plan more than once in any twelve (12) month period.

III. APPLICATION OF PAYMENTS

- A. Except as provided in subsection B immediately below, a payment received by the Association shall be applied in the following order of priority and shall be applied to the most aged charge first:
1. Any delinquent assessment;
 2. Any current assessment;
 3. Attorney's fees or third-party collection costs incurred by the Association for assessments or other charges that can be the basis of foreclosure;

4. Attorneys fees not subject to "3" above;
 5. Fines; and
 6. Any other amount owed to the Association.
- B. If/when an owner defaults on a Payment Plan, the remaining delinquent amount will become due in full and the Association may begin further collection action as set out above. The acceptance of a partial payment on an owner's account does not constitute a waiver of the Association's right to collect the full outstanding balance due on said owner's account.

Any payment(s) received by the Association after such default of a Payment Plan shall be applied in the following order of priority and shall be applied to the most aged charge first:

1. Costs;
2. Attorney's fees;
3. Interest;
4. Late fees;
5. Delinquent assessments;
6. Current assessments; and
7. Fines.

CERTIFICATION

I hereby certify that I am the acting President of the Association and that the foregoing Policy was approved by not less than a majority vote of the Board as set forth above and now appears in the books and records of the Association, to be effective upon the date of my signature.

TO CERTIFY, witness my hand this 4 day of May, 2026

BROOKWOOD HILLS II HOMEOWNERS ASSOCIATION, INC.

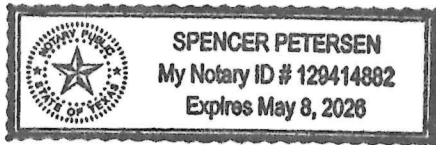
By: [Signature]
Printed: JOSHUA BURCHFIELD
Its: PRESIDENT

THE STATE OF TEXAS

COUNTY OF Dallas

BEFORE ME, the undersigned notary public, on this 4th day of May, 2026.

Personally appeared Joshua Burchfield, President of Brookwood Hills II Homeowners Association, Inc., known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purpose and in the capacity therein expressed.



[Signature]
Notary Public in and for the State of Texas