

**PROCESS FOR RESOLVING NON PAYMENT OF ANNUAL DUES FOR SIERRA WEST POA**

DUES ARE DUE ON JANUARY 1<sup>ST</sup>. DUES NOT RECEIVED BY THE JANUARY 31<sup>ST</sup> ARE LATE.

DUES PAID BY Jan 31<sup>st</sup> ?

YES

**ISSUE IS RESOLVED**

POA MANAGER NOTIFIES THE PROPERTY OWNER VIA *REGULAR USPS MAIL* THAT THE POA DUES ARE LATE AND A \$20 LATE FEE HAS BEEN ASSESSED.

DUES + \$20 LATE FEE PAID BY FEB 28<sup>TH</sup> ?

YES

DISPUTE

NO

POA MANAGER NOTIFIES THE PROPERTY OWNER VIA *REGULAR USPS MAIL* THAT THE POA DUES ARE LATE AND A \$20 LATE FEE HAS BEEN ASSESSED.

DUES + \$40 LATE FEE PAID BY MARCH 31<sup>ST</sup> ?

YES

DISPUTE

NO

POA MANAGER NOTIFIES THE PROPERTY OWNER VIA *REGULAR USPS MAIL* THAT THE POA DUES ARE LATE & THE POA NOW HAS 90 DAYS BEFORE OPTION TO PURSUE LEGAL COLLECTION ACTION AND A \$20 LATE FEE HAS BEEN ASSESSED AND AN ADDITIONAL \$20/MONTH LATE FEE WILL BE ASSESSED FOR NEXT 90 DAYS WITHOUT FURTHER NOTIFICATION.

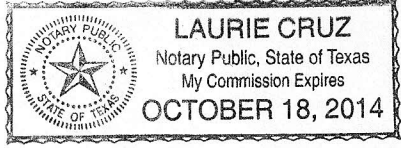
DUES + \$60 LATE FEE PAID BY APRIL 30<sup>TH</sup> ?

YES

DISPUTE

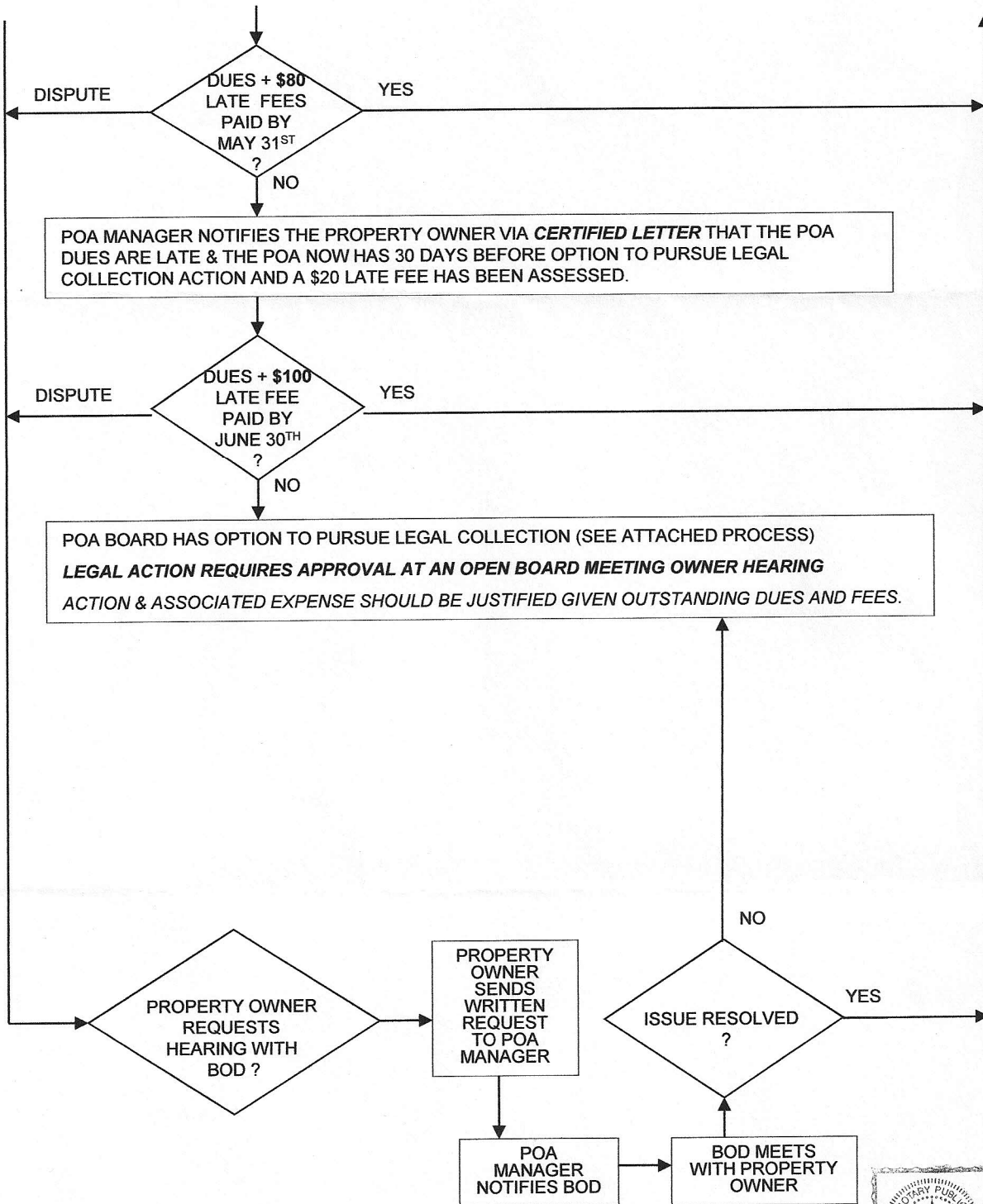
NO

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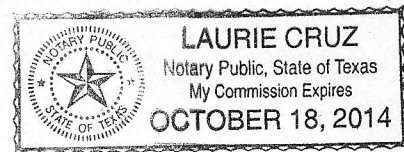


**PROCESS FOR RESOLVING NON PAYMENT OF DUES FOR SIERRA WEST POA  
(continued)**

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Note: the fees noted were in effect at the time this document was printed. Actual fees and fines may be different than those stated.



**PROCESS FOR RESOLVING NON PAYMENT OF DUES FOR SIERRA WEST POA  
(continued)**

Payments will be applied in the order established in Tex. Prop. Code 209.0063

*Sec. 209.0063. PRIORITY OF PAYMENTS. (a) Except as provided by Subsection (b), a payment received by a property owners' association from the owner shall be applied to the owner's debt in the following order of priority:*

- (1) any delinquent assessment;*
- (2) any current assessment;*
- (3) any attorney's fees or third party collection costs incurred by the association associated solely with assessments or any other charge that could provide the basis for foreclosure;*
- (4) any attorney's fees incurred by the association that are not subject to Subdivision (3);*
- (5) any fines assessed by the association; and*
- (6) any other amount owed to the association.*

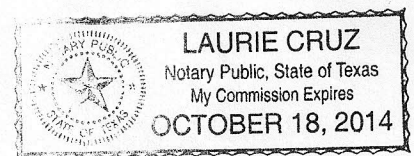
*Tex. Prop. Code 209.0063(a) (pending effective date and governor approval)*

The exception to priority of payments as established in Tex. Prop. Code 209.0063 subsection (b)

*If, at the time the property owners' association receives a payment from a property owner, the owner is in default under a payment plan entered into with the association: (1) the association is not required to apply the payment in the order of priority specified by Subsection (a); and (2) in applying the payment, a fine assessed by the association may not be given priority over any other amount owed to the association.*

*Tex. Prop. Code 209.0063(b) (subject to effective date and governor review).*

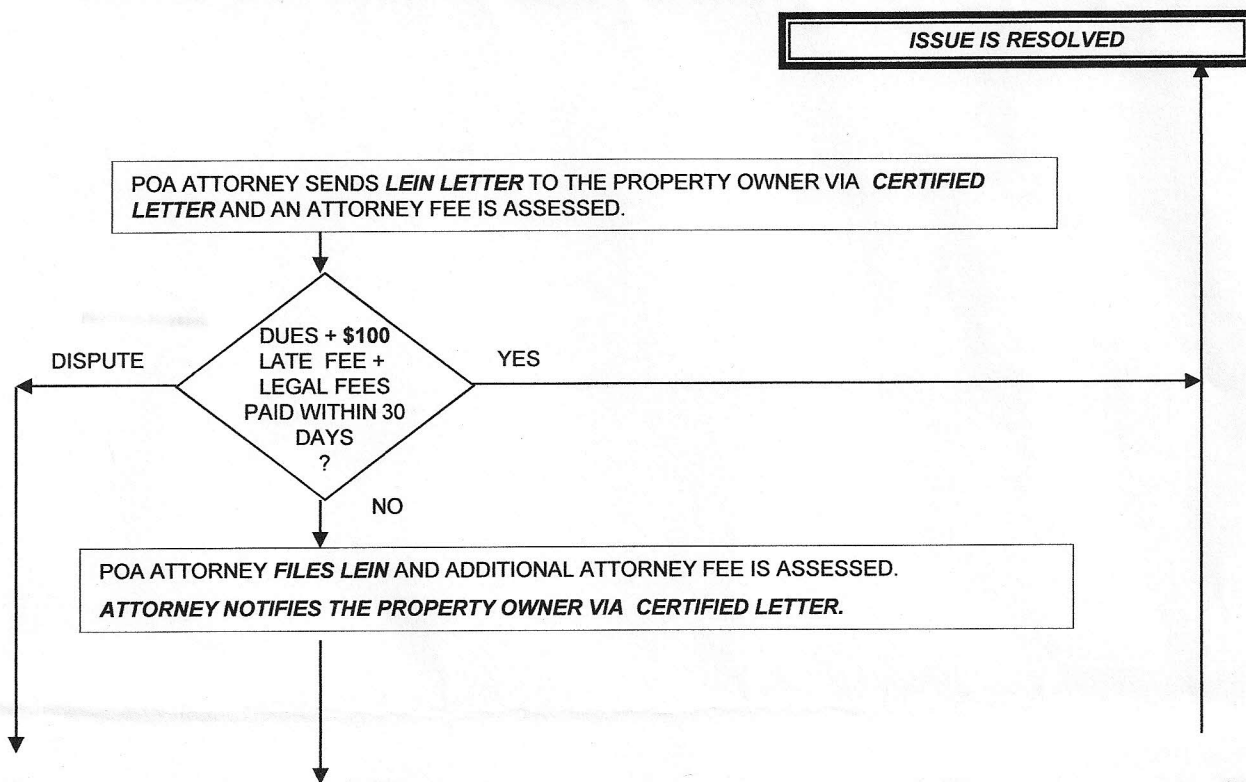
All POA members also have access to the Sierra West Payment Plan Policy.





**PROCESS FOR RESOLVING NON PAYMENT OF ANNUAL DUES FOR SIERRA WEST POA  
PROCESS FOR OPTION TO PURSUE LEGAL COLLECTION OF UNPAID DUES**

The following section details the POA process to be applied in the case that a property owner has failed to pay annual dues through the standard POA process as defined in pages 1-2. Pursuit of legal collection of unpaid dues is optional based on the Board of Director's assessment of the best interest of the POA. Pursuit of legal collection of unpaid dues requires review at an open Board meeting owner hearing and approval by Board of Directors majority. Additionally, pursuit of foreclosure requires a property owner be at least two years behind in annual dues payments.

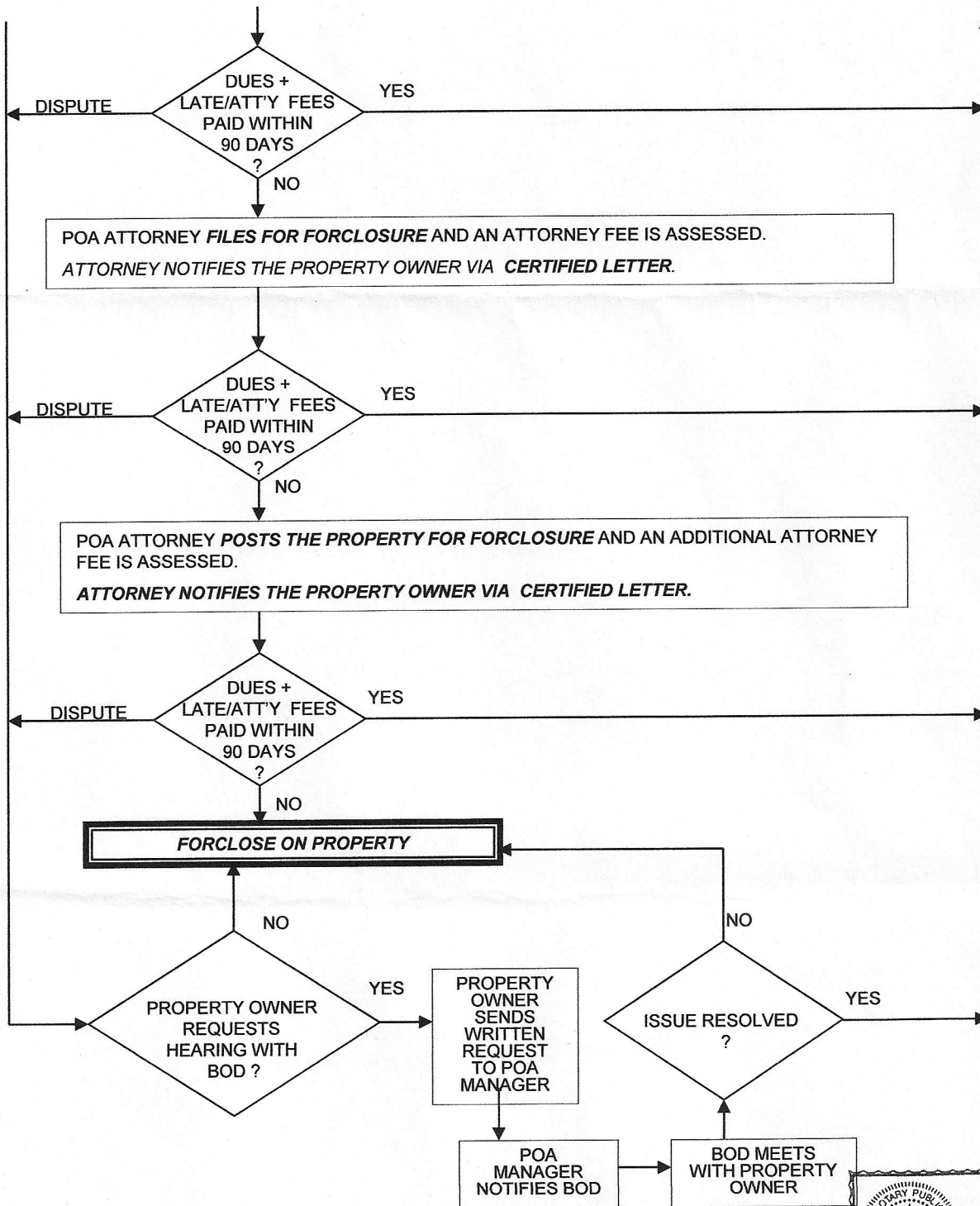


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**LAURIE CRUZ**  
Notary Public, State of Texas  
My Commission Expires  
**OCTOBER 18, 2014**

**PROCESS FOR RESOLVING NON PAYMENT OF ANNUAL DUES FOR SIERRA WEST POA**  
**PROCESS FOR OPTION TO PURSUE LEGAL COLLECTION OF UNPAID DUES**  
(continued)

CONTINUED



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