

**PROPERTY OWNERS ASSOCIATION MANAGEMENT CERTIFICATE FOR SIERRA WEST  
SECTION 1 PROPERTY OWNERS ASSOCIATION, INC.**

This Management Certificate is recorded pursuant to Section 209.004 of the Texas Property Code.  
This amends all prior Management Certificates filed for this association:

*Per Texas Property Code 209.004 (a-1) (effective September 1,2013) "The County Clerk of each county in which a Management Certificate is filed as required by this section shall record the Management Certificate in the real property records of the county and index the document as a "Property Owners' Association Management Certificate"*

State of Texas                   §

County of Hays                 §

1.       Name of Subdivision:                               Sierra West Section 1 Property Owners Association, Inc
2.       Subdivision Location:                             Austin, Texas
3.       Name of Homeowners Association:               Sierra West Section 1 Property Owners Association, Inc.
4.       Recording Data for Association:                 Plat filed under Volume 9, pgs.255-256
5.       Recording Data for Declaration:                 Amended Declaration of Covenants, Conditions and Restrictions and additional Covenants are filed under Doc#13021616, Volume 4678, pg. 483
6.       Bylaws: Amended Bylaws filed under Volume #4678, pg. 455 and are attached to this Certificate  
Rules and Regulations are filed at the county under #13021616 Volume 4678, pg. 450 and are attached to this Certificate.  
  
**The following Resolutions dated 4/15/2016 are filed and attached with this Certificate:**  
Assessment Collection Policy
7.       Mailing Address and Contact Information for the Association and the Managing Agent:  
Spectrum Association Management  
17319 San Pedro, Suite 318  
San Antonio, TX 78232  
( 210) 494-0659 Fax: (201) 494-0887  
Contact @spectrumam.com
8.       Other information the Association considered appropriate for the governing, administration or operation of the subdivision and homeowners association:

Prospective purchasers are advised to independently examine the Declaration, Bylaws, and all other governing documents of Association, together with obtaining an official Resale Certificate and performing a comprehensive physical inspection of the lot/home and common areas, prior to purchase.

THE PURPOSE OF THIS CERTIFICATE IS TO PROVIDE INFORMATION SUFFICIENT FOR A TITLE COMPANY TO CORRECTLY IDENTIFY THE SUBDIVISION AND TO CONTACT ITS GOVERNING ASSOCIATION. THIS CERTIFICATE DOES NOT PURPORT TO IDENTIFY EVERY PUBLICLY RECORDED DOCUMENT AFFECTING THE SUBDIVISION, OR TO REPORT EVERY PIECE OF

INFORMATION PERTINENT TO THE SUBDIVISION. NO PERSON SHOULD RELY ON THIS CERTIFICATE FOR ANYTHING OTHER THAN INSTRUCTIONS FOR CONTACTING THE ASSOCIATION IN CONNECTION WITH THE TRANSFER OF TITLE TO A HOME IN THE SUBDIVISION. THE REGISTERED AGENT FOR THE ASSOCIATION IS ON FILE WITH THE TEXAS SECRETARY OF STATE.

Signed this 29<sup>th</sup> day of April, 2016

Sierra West Section 1 Property Owners Association, Inc.

By: Gail Jaszcz  
Gail Jaszcz (of Spectrum Association Management) Managing Agent

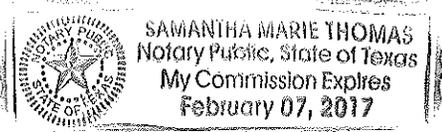
State of Texas §

County of Hays §

This Instrument was acknowledged and signed before me on 29, April, 2016 by  
Gail Jaszcz, representative of Spectrum Association Management, LP, the Managing Agent for  
Sierra West Section 1 Property Owners Association, Inc, on behalf of said Association.

After Recording Return To:  
Spectrum Association Management, LP  
Attn: Transitions  
17319 San Pedro, #318  
San Antonio, TX 78232

[Signature]  
Notary Public, State of Texas





**Assessment Collection Policy for the  
Sierra West Section 1 Property Owners Association, Inc**

Collection Action *	Late Charge	Administrative Fee	Other Fees
1 <sup>st</sup> Notice: Courtesy Notice	Per governing documents	\$20	N/A
2 <sup>nd</sup> Notice: Notice of intent to perform a title search	Per governing documents	\$20	N/A
3 <sup>rd</sup> Notice: Notice to evaluate property's debt security (sent by certified mail)	Per governing documents	\$20	\$50 Title Search Fee charged to owner's account
4 <sup>th</sup> Notice: Notice to Turnover to Collection Agent/Attorney (sent by certified mail)	Per governing documents	\$20	\$150 Escalated Property Processing fee charged to owner's account.
Board Approval needed to send to attorney. 30 days to cure.	Per governing documents	\$20	\$30 Statutory Notice fee charged to owner's account.
Sent to attorney	Per governing documents	\$20	\$90 fee to process file to third party debt collector. Owner is responsible for all attorneys' fees/court costs paid by and/or charged to the Association.

**\* Collection Action:** The first notice is sent after the late date per the governing documents. The second and subsequent notices are sent roughly thirty days apart from each other each requiring a payment due date before the next step in the collection process takes place. If a homeowner pays in full before the payment due date then collection action will cease on that homeowners account.

**Priority of Payments:** Interest shall bear on a late account per the governing documents of the Association. Payment on a delinquent account shall be applied first to delinquent assessment, current assessments, attorney's fees, fines and last to other amounts owed such as collection fee, late fees and interest.

**General Policy:** All fees/charges paid by the Association in connection with the collection of a homeowner's account shall be reimbursed by the homeowner. "Non sufficient funds" (NSF) and/or "stop payment" checks shall be assessed a charge of \$25.00 paid to Spectrum and reimbursed by the homeowner.

The monthly (\$20) collection fee is charged to the homeowners account each month the account remains delinquent and is paid to Spectrum when the homeowner pays. The (\$50) title search fee (if applicable) and the (\$150) notice of lien fee (if applicable) are paid to Spectrum when the service is rendered and charged to the homeowners account for reimbursement of charges incurred.

**Payment Plans:** Payment plans shall be approved by management for extenuating circumstances and/or at management's discretion. Homeowners shall be required to sign an agreement and abide by it. If a homeowner does not abide by the agreement, then the homeowner shall be immediately turned over the Association's attorney for collection unless management decides to waive this provision because of extenuating circumstances.

**Collection of Account by HOA Attorney:** Once an account is turned over to the association's attorney all methods of collection shall be pursued. If the homeowner does not respond to the attorney's demand letter a lawsuit shall be filed and a judgment obtained. If the homeowner fails to respond to the aforementioned action by making payment in full or by signing an approved payment plan then the home shall be foreclosed in accordance with the governing documents and the current state law. Once the home is foreclosed the Association shall move to evict the residents, collect payment for rent, and/or sell the home in accordance with state law.

**Other:** This policy may be amended and/or adjusted by the Board of Directors from time to time without notice. Homeowners are advised that they should contact the management company to request the most recent version of this policy if they have a question and/or need assistance in making payment arrangements.