

Remington Park HOA Board Meeting Agenda

January 9, 2024 @ 7PM

◆ **7:00pm Welcome - Samantha Mathisen**

▶ **Roll Call - Julie Richie**

▶ **Approval of Consent Agenda**

✱ **Items in Consent Agenda**

- City Services Committee Report
- Pool Committee Report
- NCCC Committee Report
- Grounds Committee Report
- Social Committee Report
- Finance Committee Report
- ARA Report

◆ **7:15pm Old Business**

◆ **7:30pm New Business**

▶ City code enforcement - Kerk Gray

▶ Proposed Collection Policy

▶ 2024 Annual Meeting Location - Rebook Community Center

▶ Appoint committee members - (NCCC & Social)

Link for the January Zoom is:

Samantha Mathisen is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us06web.zoom.us/j/88344530668?pwd=AoaJQt5L5EjHCfq0YN1piM5d6Fr07a.1>

Meeting ID: 883 4453 0668

Passcode: 039424

**Remington Park Homeowners Association
COLLECTION POLICY**

Remington Park HOA collection process covers all amounts due by homeowners including annual dues, special assessments, and fines for violations of Covenants, Conditions, and Restrictions (as covered in the October 17, 2023 Amended Violation and Fining Policy)

The Collection process includes the following steps *unless authorized exceptions to this process are communicated in writing from the Board of Directors* through the Association Manager, complying with Texas Property Code.

NOTICE	Description	Fees
<p align="center">First Notice (30 Days to Cure)</p>	<p>Sent via first class mail or email</p> <ul style="list-style-type: none"> ➤ Issued by the billing department after the Association's late date as a statement showing the total amount due. Late after 30 days due. ➤ Only issued to owners with a balance of \$25 or more, not on a payment plan. ➤ Interest applied on balances of \$25 and greater 	<p>Late Fee: \$25 + Collection Fee (\$15)</p>
<p align="center">Second Notice (30 Days to Cure)</p>	<p>Sent via first class mail or email</p> <ul style="list-style-type: none"> ➤ Issued by the billing department after the Association's late date as a statement showing the total amount due. Late after 30 days due. ➤ Only issued to owners with a balance of \$25 or more, not on a payment plan. ➤ Interest applied on balances of \$25 and greater 	<p>Late Fee: \$50 + Collection Fee (\$15)</p>
<p align="center">Third Notice (45 Days to Cure)</p>	<p>Notice is mailed certified and first class mail</p> <ul style="list-style-type: none"> ➤ Issued by the billing department as a Late Letter (typically 30 days after the first notice). This is referenced as a Chapter 209 letter. ➤ Includes the Fair Debt Collection verbiage and allows the account holder 45 days from receipt of notice to address the delinquent account. ➤ A statement of account is provided 	<p>Late Fee: \$100 + Collection Fee (\$25)</p>
Referral to Legal Counsel		
<p align="center">Fair Debt Notice from Legal Counsel (35 Days to Cure)</p>	<ul style="list-style-type: none"> • This is a demand letter sent from the counsel of the association. This step is approved by the board before the legal process begins. 	<p>Late Fee: \$50 + Collection Fee (\$25) + Attorney Costs</p>

Ordering Title Report	<ul style="list-style-type: none"> If no response from the account holder, a title search is ordered. Process takes approximately 10 days. 	Title Search & Attorney Costs Applied to Account
Lien Filing	<ul style="list-style-type: none"> The billing department will proceed with an Authorization to Lien unless the Board of Directors stipulates otherwise. The Lien is filed with the county clerk in Tarrant County and is a legal record of debt, owed and secured against the property. 	Late Fee: \$50 + Collection Fee (\$25) + Attorney Costs and Lien Filing Costs
Foreclosure	<ul style="list-style-type: none"> Authorization of Foreclosure must be in writing during a meeting of the Board. The written approval is to be in the form of Board Approved meeting minutes or signature or approval from a Board meeting. A signed Assignment of Substitutes Trustee Deed is required to be signed by the Board Members allowing legal counsel to move forward. 	Late Fee: \$50 + Collection Fee (\$25) + Attorney Costs and all Court Costs