

THE COLLECTION POLICY
of NORTHGLEN ASSOCIATION

531-06-1162

It is hereby resolved by the Northglen Board of Directors that the following procedure be adopted in handling all accounts that reach a past due or delinquent status.

I. TCMI Functions:

1. Billing to owners by November 30th.
2. Second billing to owners, including late fees and interest, by January 31st.
3. A "balance-due" letter will be sent by the end of February.
4. A Certified "assessment default" notice will be sent by the end of March.
5. TCMI will submit accounts to the designated attorney attached to a transmittal memo that will have all supporting accounting attached.

II. Attorney Functions:

1. The designated attorney will proceed with collection activity until the account reaches a prompt resolution. No correspondence will be made between the owner and TCMI during this period. However, attorney must promptly reply to homeowner calls and/or letters. All accounting will be done by the TCMI.
2. Attorney shall proceed with the following steps within the time frames designated:

a. Demand letter	10th day
b. Title Search	10th day
c. Lien Letter	20th day
d. JFC Letter	45th day
e. Foreclosure	60th day
3. Filing fees must be presented to the Board in the form of an invoice for expeditious processing. When paid, TCMI will bill the appropriate charges to the owner's account.
4. After an account has been resolved, the designated attorney will submit his invoice for immediate payment.

531-06-1163 1

STATEMENT OF CHANGE

OF REGISTERED OFFICE OR REGISTERED AGENT, OR BOTH, OF ^{FILED}
In the Office of the
Secretary of State of Texas

Northglen Association

SEP 22 1993

A TEXAS DOMESTIC NON-PROFIT CORPORATION

Corporations Section

Pursuant to the provision of Article 2.06 of the Texas Non-profit Corporation Act, the undersigned corporation submits the following statement for the purpose of changing its registered office of its registered agent, or both, in the State of Texas.

I.

The name of the Corporation is Northglen Association

II.

The post office address of its present registered office is
16650 Pine Forest Lane, Houston, Texas 77084

III.

The address which its registered office is to be changed is
11200 Westheimer, Suite 414, Houston, Texas 77042

IV.

The name of its present registered agent is ACMP, Inc.

V.

The name of the successor registered agent is Texas Community Management, Inc.

VI.

The post office address of its registered office and the post office address of the business office of its registered agent, as changed, will be identical.

VII.

Such change was authorized by its Board of Directors or by an officer of the Corporation so authorized by the Board of Directors.

Northglen Association
ASSOCIATION NAME

By Frederick Brown, pres.
ASSOCIATION BOARD OF
DIRECTORS - PRESIDENT
NORTHGLEN ASSOC., INC.

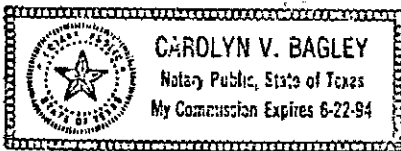
531-06-1164

STATE OF TEXAS

COUNTY OF HARRIS

BEFORE ME, the undersigned authority, on this day personally appeared Michael Brown, known to me to be the person whose name is subscribed to the foregoing document and, being by me first duly sworn, declared that the statements contained therein are true and correct.

Given under my hand and seal of office this the 8th day of September, 1993.



Carolyn V. Bagley
Notary Public - State of Texas
Printed Name Carolyn V. Bagley
My Commission Expires: 6/22/94

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

MAR 8 2000



Beverly A. Highman
COUNTY CLERK
HARRIS COUNTY TEXAS

RECORDER'S MEMORANDUM:
At the time of recordation, this instrument was found to be inadequate for the best photographic reproduction because of illegibility, carbon or photo copy, discolored paper, etc. All blockouts, additions and changes were present at the time the instrument was filed and recorded.