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*Canyon Park Property Owners Association*

PO Box 1735  
Onalaska, TX 77360  
(936) 646-4445

canyonparkpoa2020@gmail.com

## Canyon Park Property Owners Association Assessment Collection Policy

The Canyon Park Property Owners Association (CPPOA) provides essential services to the Canyon Park community. In order to pay for the services, the CPPOA is authorized by its deed restrictions to levy "assessments" against the lot owners in the subdivision. The CPPOA deed restrictions place each lot in the subdivision under a contractual lien, generally referred to as an "Assessment Lien", to secure payment.

The obligation to pay all assessments against a lot is the personal obligation of each lot owner.

The assessment for maintenance fees will be due by January 31<sup>st</sup> of the current year. Yearly payments are encouraged, especially with ownership of a single lot. For monthly payments to be considered, the current property owner must pay at least \$8.00 per lot per month starting in January. If payments are not made by January 31<sup>st</sup>, the account will be considered delinquent and a \$5.00 per lot per month per lot late fee will be added to the account for every month of nonpayment.

The following steps shall be executed to secure payment of all assessments due.

1. An invoice showing amounts due for the calendar year will be sent by January 1<sup>st</sup> of each year.
2. If a payment is not received by June 30th of the same calendar year, a reminder letter with a statement of all past due amounts will be mailed to the property owner's mailing address for any account 6 (six) months past due. The letter shall include an alternative payment plan, if the account is eligible for such in accordance with "Canyon Park Property Owner's Association Guidelines for an Alternative Payment Schedule". This reminder will be the 'First Demand Notice' and must be noted as such on the letter. Late fees can continue to accrue for non-payment and can be subject to administrative fees in accordance to the instrument "Administrative Fee Assessments" filed in Polk County, Texas.
3. If a payment is not made within 30 days of the 'First Demand Notice', then a 'Second Demand Notice' including a statement with past due amounts will be mailed. Payment will be due immediately upon receipt. Late fees can continue to accrue for non-payment and can be subject to administrative fees in accordance to the instrument "Administrative Fee Assessments" filed in Polk County, Texas.
4. If payment is not made within 30 days of the 'Second Demand Notice', then a 'Final Demand Letter' including a statement with past due amount will be mailed. The letter and statement of full amount due shall be sent via United States Postal Service (USPS) Certified Mail with return receipt. A copy of the letter may be mailed, but not required, at standard postal rates, and shall be noted as a copy with references to the Certified Mail Receipt tracking number. All mailings are subject to administrative fees in accordance to the instrument CPPOA "Administrative Fee Assessments" filed in Polk County, Texas. Payment must be received by CPPOA within 20 business days of date of letter. Regardless, if the letter is acknowledged or refused CPPOA can continue collection efforts by the following measures:
  - a. CPPOA will record a "Notice of Assessment Lien" in the Official Public Records of Polk County to put third parties on notice that there are unpaid assessments currently outstanding with respect to a particular lot or lots that are secured by an Assessment Lien.
  - b. CPPOA also has the option to turn the account over to legal counsel for a "judicial lawsuit" and/or to obtain a judgment against the property owner for all assessments owed, as well as all legal fees incurred.

This Policy is effective upon filing with the County Clerk office of Polk County, Texas.

This dated recorded instrument supersedes any prior dated CPPOA Assessment Collection Policy recorded instrument(s).



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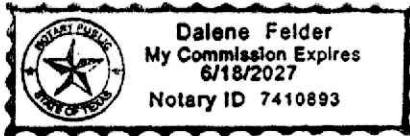
Signed this 21 day of Aug 2023.

**Robert Simard**, President  
Canyon Park Property Owner's Association

STATE OF TEXAS                      COUNTY OF POLK

This instrument was acknowledged before me by the President of the Canyon Park Property Owner's Association.

**Dalene Felder**,  
Notary Public, State of Texas



FILED FOR RECORD

Aug 24 2023 02:40:09

*Schelana Hock*  
SCHELANA HOCK  
POLK COUNTY CLERK



STATE OF TEXAS • COUNTY OF POLK  
I, SCHELANA HOCK hereby certify that the instrument was FILED  
in the file number sequence on the date and at the same time stamped  
heron by me and was duly RECORDED in the Official Public Records  
in Volume and Page of the named RECORDS OF Polk County, Texas  
as stamped heron by me.

*Schelana Hock* *KS*      Aug 24, 2023  
COUNTY CLERK  
POLK COUNTY, TEXAS