

**CANDLELIGHT FOREST WEST MAINTENANCE FUND, INC.**  
**SCHEDULE OF FINES AND FEES**

**ASSESSMENTS:**

If a homeowner feels that they cannot make full payment of the annual assessment by January 1<sup>st</sup>, they must contact the board of directors at Candlelight Forest West Maintenance Fund, Inc., 5740 W. Little York, PMB #341, Houston, Texas 77091 to make arrangements to be set up on an **Approved Payment Plan**. Without a written approved payment plan signed by both the property owner and the homeowner's association, the following collection policy will apply:

**January 1<sup>st</sup>** – Assessment fees are due and payable.

**February 1<sup>st</sup>** – Assessment fees become delinquent.

A late fee of \$25.00 will be added to homeowner account and every month thereafter until the assessment fee is paid in full as per Deed Restrictions.

**May 1<sup>st</sup>** – A Certified Collection Demand Letter will be mailed to owner giving them 30 days notice as required by law to pay the balance owing. The account will be charged a \$35.00 fee.

**June 1<sup>st</sup>** – A \$50.00 Lien filing fee and a \$50.00 Release of Lien filing fee will be applied to account and a Notice of Lien will be filed with the Harris County Clerk's Office.

**Please note: Liens filed against properties are included in determining credit rating scores.**

**August** - The Board of Directors will review accounts that are delinquent to determine if further legal action will be taken by the association attorney. Legal fees, court costs, etc. will be added to homeowner's account as allowed by the Texas Property Code – Section 209.008.

**NOTE: Each property in Candlelight Forest West has a vendor's lien that follows the property. Non-compliance with the payment of required assessments will trigger the filing of a Lien Notice on the property per the above schedule. This Lien Notice stays on the property and is payable before the property may be sold. A Lien Notice can be paid at any time after its filing, and, if paid, a Release of Lien Notice is filed releasing the Lien.**

Stan Stament  
COUNTY CLERK  
HARRIS COUNTY, TEXAS

2011 MAY 26 PM 12:46

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## DEED RESTRICTIONS VIOLATIONS FINES:

The structure for fines will be as follows per deed restriction violation:

- |                                  |   |                                 |
|----------------------------------|---|---------------------------------|
| 1. First Notice                  | - | 1 <sup>st</sup> Courtesy Letter |
| 2. Second Notice                 | - | 2 <sup>nd</sup> Courtesy Letter |
| 3. Third Notice                  | - | \$25.00 Fine                    |
| 4. Statutory Hearing Letter Sent | - | \$35.00 Fee                     |
| 5. Fourth Letter                 | - | \$50.00 Fine                    |

If the deed restriction violation is not cured after the fourth notice and the levying of the \$50.00 fine, it will be turned over to the association's attorney for filing of a lawsuit to seek compliance. All legal fees, court costs, etc. will be charged to homeowner's account.

## MISCELLANEOUS SERVICE CHARGES\*:

- |  |                 |
|--|-----------------|
| 1. Transfer Fees (to be paid by Seller/Buyer)  | \$75.00         |
| 2. Refinance Fees (to be paid by Owner)        | \$75.00         |
| 3. Resale Certificate (if requested by Buyer)  | \$100.00        |
| 4. Certified Collection Demand Letters         | \$35.00         |
| 5. Certified Statutory Hearing Letters         | \$35.00         |
| 6. Lien Notice/Release Fees                    | \$50.00/\$50.00 |
| 7. Prepare and File Bankruptcy Proof of Claims | \$35.00         |

\*These charges are classified as "extra" fees and are not included as part of the yearly Assessment.

Date: May 26, 2011

Signed: Dr. Jon Enloe

Printed Name: Dr. Jon Enloe, President and Managing Agent

For The Board of Directors

CANDLELIGHT FOREST WEST MAINTENANCE FUND, INC.  
5740 W. Little York, PMB #341  
Houston, Texas 77091

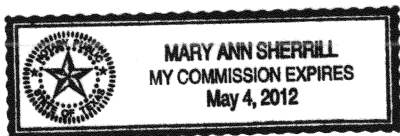
STATE OF TEXAS )(

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COUNTY OF HARRIS )(

BEFORE ME, the undersigned authority, on this day personally appeared Dr. Jon Enloe, president and authorized agent for Candlelight Forest West Maintenance Fund, Inc., known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed, in the capacity therein stated and as the act and deed of said corporation.

GIVEN UNDER my hand and seal of office on this 26th day of May, 2011.



Signature: Mary Ann Sherrill

Printed Name: Mary Ann Sherrill

Title: Notary in and for the State of Texas

My commission expires on 5/4/2012

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

MAY 26 2011



Stan Stewart  
COUNTY CLERK  
HARRIS COUNTY, TEXAS

After recording return to: JV

Candlelight Forest West Maintenance Fund, Inc.  
5740 W. Little York, PMB #341  
Houston, Texas 77091

**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.