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NOTICE OF FILING OF DOCUMENT RETENTION POLICY

FOR

The Villas at Birmingham Farms HOA

State of Texas, Collin County

This "Notice of filing Payment Plan Policy" for The Villas at Birmingham Farms Home Owners Association, a Texas non-profit corporation (the Association) is made this July 25, 2012.

Whereas, on July 25, 2012, the Board of Directors ratified the following "Payment Plan Policy" for The Villas at Birmingham Farms HOA in Wylie, Texas.

1. A Homeowner who is delinquent may request a payment plan from the Board of Directors.
2. The Homeowner is responsible for requesting a financial payment plan.
3. A request can only be made one (1) time per calendar year.
4. The Homeowner must submit their payment plan in writing via regular mail or email to the Board of Directors for review.
5. A written decision will be given to the Homeowner from the Board via regular mail or email within fifteen (15) days of initial payment plan request.
6. During the time a Homeowner is on a payment plan, all future assessments are to be paid on time along with the payment plan payments and will not be included into the payment plan.
7. No collection fees will be assessed on approved payment plans while payment plan is current and in compliance with the agreed upon terms.
8. The Homeowner who does not fulfill their payment plan obligations will be subject to any and all legal means of collection, and all fees and cost associated with collection of the debt will be the responsibility of the Homeowner. Collection fees and late fees will also be reassessed and reinstated.

Whereas, the Association desires to record this Document of Payment Plan Policy in the real property records of Collin County, Texas.

IN WITNESS WHEREOF the Association has caused this notice to be executed by its duly authorized agent as of the first date written above.

The Villas at Birmingham Farms HOA, Wylie, Texas
a Texas non-profit corporation.

BY: Craig Curtis, Agent for The Villas at Birmingham Farms
24/7 Property Management