

# Exhibit A

## Collection Activity Performed by Principal Management Group

Check those steps to be followed in the collection program for your association. Collection is worked monthly but may be worked twice monthly upon request. Please note the middle column reflects the approximate number of days at which a collection step is taken based on the past due date.

Check Here	Collection Step	Date Range	Notes
( X )	a. Past Due Notice/Late Statement	10th	Statement sent following late date after fees are assessed.
( )	b. Utility Cut-Off Notice	N/A	Only if association has common meters and cut-off is permitted in documents.
<b><u>SEND PAST DUE LETTER CERTIFIED AND THEN SEND THE INITIAL COLLECTION LETTER</u></b>			
( X )	c. Initial Collection Letter	30 – 45	This letter allows the HO (30) days to pay or dispute the balance.
( X )	d. Intent to report delinquent account to Credit Bureau	60 – 75	This letter allows the HO (10) days to pay prior to credit bureau reporting.
( X )	e. Notification to owner of Credit Bureau reporting	70 – 85	Currently a \$59.54 charge is assessed to the HO account.
( X )	f. Order title search to determine legal owner & send notice	80 – 105	Currently a \$65.00 charge is assessed to the HO account.
( X )	g. File lien against property	95 – 120	Currently a \$156.96 charge is assessed to the HO account.
( X )	h. Notification to owner of lien filing	110 – 125	To be done in correlation with item "g".
<b><u>REQUEST BOARD APPROVAL PRIOR TO SENDING AN ACCOUNT TO THE ATTORNEY</u></b>			
( X )	i. Forward collection file to attorney for judicial or non-judicial foreclosure.	120 – 135	Must be allowed in documents.

Payment Application – Any payment received by the Association from an owner whose account reflects an unpaid balance shall be applied to the outstanding balance in the following order.

First – Cost of Collection, including Attorney fees;  
Fourth – Accrued but unpaid interest;

Second – Violation fines;  
Fifth – Special Assessments;

Third – Late charges;  
Sixth – Regular Assessments.

This Instrument was acknowledged before me on this 14<sup>th</sup> day of October, 2010, by Brian Scates

Darla Renee Mathews  
Notary Public, State of Texas

Brian Scates 10/14/10  
Signature – Authorized Board Member Date

BRIAN SCATES  
Printed Name

Robinson Oaks HOA  
Name of Association



Please return to:  
Principal Management Group  
12700 Park Central Drive, Suite 600  
Dallas, Texas 75251

NOTICE OF FILING OF DEDICATORY INSTRUMENTS  
FOR

Robinson Oaks Estates Homeowners Association Inc.

STATE OF TEXAS       §  
                                  §  
COUNTY OF DENTON   §

KNOW ALL MEN BY THESE PRESENTS:

THIS NOTICE OF DEDICATORY INSTRUMENT FOR Robinson Oaks Estates Homeowners Association Inc. (this "Notice") is made this 20<sup>th</sup> of October 2010, by Robinson Oaks Estates Homeowners Association Inc. (the "Association").

WITNESSETH:

WHEREAS, Robinson Oaks Estates Homeowners Association Inc. prepared and recorded an instrument entitled "Declaration of Covenants, Conditions and Restrictions" dated on or about May 16, 2003, Volume 5334, Page 03486, Real Records of Denton County, Texas, together with any other filings of records (if any). (the "Declaration"); and

WHEREAS, the Association is the property owners' association created by the Declarant to manage or regulate the planned development covered by the Declaration, as stated and recorded above; and

WHEREAS, Section 202.006 of the Texas Property Code provides that a property owners' association must file each dedicatory instrument governing the association that has not been previously recorded in the real property records of the county in which the planned development is located; and

WHEREAS, the Association desires to record the attached dedicatory instrument in the real property records of Denton County, Texas, pursuant to and accordance with Section 202.006 of the Texas Property Code.

NOW, **THEREFORE**, the dedicatory instrument attached hereto as Exhibit "A" is true and correct copies of the originals and is hereby filed of record in the real property records of Denton County, Texas, in accordance with the requirements of Section 202.006 of the Texas Property Code.

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

Robinson Oaks Estates Homeowners Association Inc.

By: *Angela*  
Duly Authorized Agent

ACKNOWLEDGMENT

STATE OF TEXAS       §  
                                  §  
COUNTY OF DALLAS   §

BEFORE ME, the undersigned authority, on this day personally appeared *Mark Southall* Duly Authorized Agent of Robinson Oaks Estates Homeowners Association Inc. known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that (s)he executed the same for the purposes and consideration therein expressed on behalf of said corporation.

SUBSCRIBED AND SWORN TO BEFORE ME on this *20* day of *October* *2010*.

*Debbie Simpson*  
Notary Public  
State of Texas  
My Commission Expires



AFTER RECORDING RETURN TO:  
Principal Management Group  
Attn: Debbie Simpson  
12700 Park Central Drive, Suite 600  
Dallas, Texas 75251

Denton County  
Cynthia Mitchell  
County Clerk  
Denton, Tx 76202



70 2010 00114333

Instrument Number: 2010-114333

AS  
Notice

Recorded On: November 15, 2010

Parties: ROBINSON OAKS

Billable Pages: 3

To

Number of Pages: 3

**Comment:**

( Parties listed above are for Clerks reference only )

**\*\* Examined and Charged as Follows: \*\***

Notice	19.00
Total Recording:	19.00

\*\*\*\*\* DO NOT REMOVE. THIS PAGE IS PART OF THE INSTRUMENT \*\*\*\*\*

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.

**File Information:**

Document Number: 2010-114333

Receipt Number: 740273

Recorded Date/Time: November 15, 2010 04:35:30P

**Record and Return To:**

PMG

12700 PARK CENTRAL DR

STE 600

DALLAS TX 75251

User / Station: S Parr - Cash Station 3



THE STATE OF TEXAS }  
COUNTY OF DENTON }

I hereby certify that this instrument was FILED in the File Number sequence on the date/time printed hereon, and was duly RECORDED in the Official Records of Denton County, Texas.

*Cynthia Mitchell*

County Clerk  
Denton County, Texas