

PAYMENT PLAN POLICY

BIRCH CREEK VILLAGE PROPERTIES, INC.

- 1). Property owners are entitled to an approved standard payment plan to pay their annual maintenance fees and/or other fees and charges that may be assessed.
- 2). Upon request Property owners will be offered a payment plan consisting of \$25.00 down, with the balance required to be paid in timely monthly installments of no less than 3 months or longer than 18 months. Arrangements may be varied on a case by case basis.
- 3). If an owner defaults on a payment plan agreement, the payment plan is automatically terminated and all balances and amounts are due to be paid in full immediately. The Board is not obligated to make another payment plan with the owner for a period of one year from default.
- 4). Alternative plan proposals must be submitted to the Board of Directors. The Board is not required to approve alternative payment plan proposals.
- 5). A late fee of \$10.00 will be charged after the due date of 1/31. During the course of the plan reasonable costs for administering the plan may be charged.

Approved November 14, 2015 by the Board of Directors of BIRCH CREEK VILLAGE PROPERTIES, INC, directing that this Payment Plan supersedes all prior payment plans.

CERTIFICATION

"I, the undersigned, being President of the Board of Directors of Birch Creek Village Properties, Inc., hereby certify that the foregoing Policy was approved by a majority of the Board."

By: Carl Cummins

Printed Name: CARL CUMMINS

BEFORE ME, the undersigned authority, on this day personally appeared, Carl Cummins, President of the Board of Directors of Birch Creek Village Properties, Inc., known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed and in the capacity thereto stated.
 GIVEN UNDER MY HAND AND SEAL OF OFFICE this the 14th day of November, 2015.

Susan Lee
 Notary Public in and for the State of Texas

