

VILLAGES OF WESTCREEK OWNERS ASSOCIATION, INC.

**Administrative Resolution No. 3,
Amended to reflect new address and type O.**

COMMON EXPENSE ASSESSMENT BILLING PROCEDURES

WHEREAS, Article VII, Section 7.13 of the BYLAWS directs the BOARD to exercise for the ASSOCIATION all powers, duties and authority vested in or delegated to this ASSOCIATION and not reserved to the membership by other provisions of these BYLAWS, the Articles of Incorporation, or the DECLARATION; and

WHEREAS, Articles V and VIII of the DECLARATION of the VILLAGES OF WESTCREEK OWNERS ASSOCIATION, INC. Creates an assessment obligation for all owners for common expenses and capital contributions; and

WHEREAS, there is a need to establish orderly procedures for the receipt of said assessments;

NOW THEREFORE, BE IT RESOLVED BY UNANIMOUS CONSENT IN WRITING THAT assessment procedures for common expense and capital contribution assessments are as follows:

1. The quarterly portion of the common expense and capital contribution assessment shall be due and payable on the first day of each quarter (January, April, July and October) at the address of the Association at 12395 Military Drive West, San Antonio, Texas 78253.

2. All documents, correspondence, and notices relating to the charges shall be mailed to the address of the Owner which appears on the books of the Association, or as modified in writing by the Owner.

3. Non-receipt of a bill or a payment book shall in no way relieve the Owner of the obligation to pay the amount due by the due date.

4. The amount of the assessment will be set by the Board of Directors in accordance with the Declaration and Bylaws and each Owner will be notified annually of the amount assessed for the operating year.

5. Collection procedures for Special Assessments will be established separately by Resolution of the Board.

IN WITNESS HEREOF, the undersigned have executed this consent as of March 18, 2010

Harold (Rick) Severs, President

.Liliane Castillo, Secretary