



**Shoreline Oaks Master Association, Inc.**  
**2150 Sky Crest Dr.**  
**Corpus Christi, TX 78418**  
 Managed By Pacesetter Steel Property Management  
 Email: [ShorelineOaksHOA@yahoo.com](mailto:ShorelineOaksHOA@yahoo.com)  
 And from: [DoNotReply@ManageBuilding.com](mailto:DoNotReply@ManageBuilding.com)

**Pacesetter Steel Property Management**  
**\*\*\*NEW ADDRESS\*\*\***  
 5110 Holly Rd., Corpus Christi, TX, 78411  
 (Agent) **Julie Cazalas:** 361-994-2966  
**Leave Voice Message including:** Full Name,  
 Phone Number, Subject, Shoreline Oaks Address  
 Email: [jmcazalas@corpuschristi-homes.com](mailto:jmcazalas@corpuschristi-homes.com)

Website: <https://shorelineoakshoa.managebuilding.com/Resident/public/home>

**Payment Plan Agreement (PPA) Form**

**\*\*\*Note: In order to be considered, this PPA form must be accompanied by a check or payment for the first installment or down payment to: Shoreline Oaks Master Association, Inc.**

Date Offered: \_\_\_\_\_ (void after 45 days—Unless BOTH Sign) Email: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Shoreline Oaks Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Current Balance: \$ \_\_\_\_\_ as of (date) \_\_\_\_\_

New Total \$ \_\_\_\_\_ (-) less the down payment of \$ \_\_\_\_\_ = \*\*\*\$

Circle one; PPA to include:  
**ALL** or **PART** or **NONE**  
 of next year's assessment.  
 (It will still be added to my account  
 January 1, regardless of my choice.)

Dear Homeowner,

Thank You for exercising your option for a Payment Plan to pay-off your past and current HOA Dues and/or fees. This letter is intended to specify the planned details required for bringing your account Up-to-date. This letter will serve as a written and binding agreement/contract between you and the Shoreline Oaks Homeowner's Association. The actual amount for "next year's assessment" may be different than an assessment amount which may be shown here.

Please review and sign below, in agreement, and return this form to the address above. Please note that not all payment plans are identical, but all are offered with mutual consideration. Please contact the Board with any reason(s) or need for a more negotiated plan. Failure to enter into a mutually acceptable Payment Plan within 45 days of the original offer (dated above) will be treated the same as a payment plan default.

**I am the owner of the property referenced above; I understand my obligation to pay to the Association in the amount shown below, as opposed to paying the full amount owed at this time.**

**I agree to this Payment Plan in the following number of payments:**      \_\_\_ monthly payments  
 --3 monthly payments    --6 monthly payments    --9 monthly payments    --12 monthly payments

\*\*\*\$ \_\_\_\_\_ owed and to be carried out as follows:

Due Date	Amount
	\$
	\$
	\$
	\$

Due Date	Amount
	\$
	\$
	\$
	\$

Due Date	Amount
	\$
	\$
	\$
	\$

**Payment Methods:** Visit <https://shorelineoakshoa.managebuilding.com/Resident/public/home> where electronic payments are accepted through the **Buildium** App Owner Portal (registration required); in utilizing their Retail Cash option or by setting up a credit or debit card payment. Personal Checks or Money Orders can be delivered to HOA Office drop slot, at 2150 Sky Crest St., or to Pacesetter Steel Property Management, 5011 Holly Rd., Corpus Christi, TX, 78411. All checks, any payment reversed, or returned as 'uncollectable' by your bank, will be charged the bank established insufficient funds fee.

**Late Fees and interest** will not be applied as long as payments are made in a timely manner within the terms of this agreement. All payments are late after the 15<sup>th</sup> of the month. Two late, incomplete, or failed payments will result in a voided PPA.

**Should I not meet the payment schedule shown above, and should this Payment Plan become null and void, I understand that the Association can elect to initiate or resume legal proceedings to collect all amounts owned; including any cost of collections, fees and interest accrued.**

**Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 By signing here, I affirm that I have read and agree to the terms of this document on pages 1 & 2.

**Association Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Shoreline Oaks Master Association, Inc. Alternative Payment Plan Policy:

1. All owners may request in writing an alternative payment plan once annually, to be submitted to the Association for consideration and approval.
2. The Association may offer an owner an alternative payment plan on its own, prior to sending the matter to an attorney or collection agent.
3. An alternative payment plan proposed by the Association must be signed by the owner and returned to the Association within 45 days of being sent.
4. Owner does have the opportunity to negotiate or submit in writing a 'counter' or alternative plan to the Association within the above allotted timeline (45 days); so long as an official plan agreement is finalized with dual signatures on the appropriate form or an otherwise approved format of the Association.
5. A Payment Plan Agreement (PPA) is Active upon obtaining both party signatures along-side a down payment or first installment paid to the Association.
6. Failure to enter into a mutually acceptable payment plan within 45 days of the offer date will be treated the same as a Payment Plan Default.
7. As long as the owner complies with the requirements of the alternative payment plan, the Association will not charge the owner any interest or monetary penalties with respect to the amounts covered by such plan.
8. The standard term for any alternative payment plan will be between three (3) month and twelve (12) months; never to exceed 18 months as a special exception to accommodate those with exuberant balances.
9. Should a term of a Payment Plan Agreement need to extend into a new year of Assessment Dues, the board will make arrangements to bundle together future assessment dues with any current or past due balances when establishing the Payment Plan installment amounts.
10. Payment amounts under an alternative payment plan shall be made at intervals not more than 30 days and be in roughly equal in amount, unless otherwise requested by the owner, and will never be less than a one-twelfth (1/12) of the established annual assessment.
11. Payment amounts and frequency of payments is up to the reasonable discretion of the Association and factors that may be considered in setting PPA amounts and frequency include length of the delinquency, the amount due, the owner's payment history, time elapsed between the association's offer and payment plan and the owner's acceptance, the promptness with which owner acts, replies or responds to communication attempts from the board, reasons for non-payment, owner's performance on previous payment plans, violation history (to the extent it reflects owner's willingness to abide by Association rules and standards), and any other relevant circumstances. The Board of Directors authorizes the managing agent or the Association's attorney (who may act without the joinder of the other) to set payment plan terms for an owner as needed.
12. Should an owner call upon the Association to revisit a PPA before its term expires, all requested, and mutually agreed upon revisions will come with a \$15 administration fee.
13. Due Dates are to be set between the first (1<sup>st</sup>) and fifth (5<sup>th</sup>) day of each calendar month.
14. The Board will honor a grace period of 10 days from the Due Date before considering sending a Delinquent-Past Due Warning notice, applying late fees and/or termination of the mutual Payment Plan Agreement (PPA).
15. If the Association has not received the full amount of an owner's alternative payment plan installment within the grace period, 10 calendar days from its due date, the association may offer a one-time (1x) courtesy Delinquent-Past Due Warning notice via email or regular mail prior to the owner falling into a DEFAULT status. The Notice should include:
  - i.) details as to the Owners delinquent amount and to total amount owed,
  - ii.) should describe the options the Owner has to avoid Default status of the Payment Plan Agreement (PPA) and,
  - iii.) provide the Owner a period of time to cure the delinquency before further actions are taken.
16. Should a second alternative payment plan installment be missed (not necessarily successive) the owner will be in PPA Default status and the mutual payment plan agreement will be automatically void and the account subject to incur a late fee of (\$20), which can accumulate monthly thereafter until the account is brought up-to-date.
17. The Association may notify the owner of their VOID Payment Plan Agreement (PPA) by email or regular mail. However, the notice to the owner shall not be a prerequisite for the PPA becoming void and any fees accrued.
18. Should the Association receive a payment after the Payment Plan Agreement has become void, it will be applied to the Owner's balance but shall not necessarily reinstate the previous Payment Plan Agreement's late fee protections.
19. For each alternative payment plan installment (check or automatic payment) returned unpaid (for not-sufficient funds), the owner shall incur the service charge of the bank established.
20. Owners who default and fail to honor the terms of a previous payment plan may lose eligibility and the privilege to receive additional payment plans for up to two (2) years after the date of default.
21. While the Association is not required to consider payment plan reinstatement requests, reactivation of a PPA can be accomplished through a Majority Board Vote, but will not halt or reverse any late fees accrued during deliberation.
22. All Owners can submit in writing a request to remove one late fee per calendar year, for the year in which the request occurs. No late fees will be removed from any previous or future calendar year. No more than one late fee will be removed in any calendar year, unless special circumstances exist for which majority board approval must be given.
23. It is at the discretion of the Board to send a letter, via certified mail, which can result in suspension of common area privileges; including pool fob deactivation and a freeze on club house rental privileges, after a PPA has defaulted, or for any Assessment Account, regardless of establishment of PPA, not paid in full by March 15 of any calendar year, not paying on time monthly (which is current payments of 1/12<sup>th</sup> Annual Assessment amount by the 15<sup>th</sup> of every month for more than twelve consecutive months), or at any time an account is more than three months in arrears calculated as 3 x 1/12<sup>th</sup> the Annual Assessment for that calendar year.
24. If an attorney or collection agent has been retained by the Association to collect amounts due by an owner, no alternative payment plan will be available to that owner after the 45-day period for cure as described in the Code Sec. 209.0064(b)(3).
25. A payment received by the Association from an owner shall be applied to the owner's debt in the following order of priority: (1) any delinquent assessment; (2) any current assessment; (3) any reasonable attorney's fees or reasonable third party collection costs incurred by the Association associated solely with assessments or any other charge that could provide the basis for foreclosure; (4) any reasonable attorney's fees incurred by the Association that are not subject to Subdivision (3); (5) any reasonable fines assessed by the Association; and (6) any other reasonable amount owed to the Association as described in the Code Sec. 209.0063.
26. Any payments received by the Association from an owner who is in default under a Payment Plan Agreement with the Association during a Payment Plan Default Period shall be applied to the owner's debt or account in the following alternative order of priority: (1) any attorney's fees incurred by the Association that are incurred by the Association in connection with collection of the owner's debt; (2) any other fees and expenses reimbursable to the Association in connection with collection of owner's debt; (3) any late charges and interest due by the member; (4) any delinquent assessment; (5) any current assessment; (6) any other amount owed to the Association (excluding fines) and (7) any fines assessed by the Association; as permitted in the Code Sec. 209.0063(b) (1) and (2).

