

Status Report for: [\[return to control panel\]](#)

---

## Sterling Green C.I.A. - 238000

### Name on Account

Prop Mgmt Company  
11000 Main Street, Suite 150  
Houston, TX 77002  
Ph: 713.555.1212  
Fax: 713.555.1234

### Contacts at Gammon & Associates:

*Attorney:*  
*Paralegal:*

## Monthly Status Report for Specific Individual Accounts

### Explanation of Monthly Status Report Format

The following monthly status report sets forth all specific collection and deed restriction matters which Gammon & Associates is currently working on for the Association. Matter numbers are assigned to specific accounts turned over to the Firm based upon the legal description that correlates to the property address underlying a particular account. Specifically, the Section, Block, and Lot numbers create the sequence that establishes a given matter number. For example, a property within a community that bears a legal description of Section 1, Block 2, Lot 7 is assigned the matter number 10207. Matters are listed in numeric sequence, from lowest to highest. The monthly status report itemizes all legal work performed on a specific account for the given report period, typically 60 days.

For each given matter set forth on the monthly status report, specific legal tasks performed in a given status report period with the accompanying value of the service will be itemized and will be designated as either a Monthly charge or a Progress Bill charge, as defined below. For those matters in which the Firm has agreed, because of the billing program chosen by the Association, to invoice legal charges incurred for a matter, not in the month in which it was incurred but, rather, when the sums are collected from the homeowner responsible for the debt, a line item, at the end of each collection matter listed on the Monthly Status Report, will set forth the cumulative total of legal fees incurred to date for the specific matter which has not yet been invoiced or paid. Please note that a matter cannot be removed from the status report until all amounts owed to Gammon & Associates have been paid in full.

The Monthly Status Report is divided into four sections:

- I. Collection Accounts**
- II. Deed Restriction Accounts and Matters**
- III. Bankruptcy Accounts**
- IV. Payments Received and Disbursed Report**

Individual accounts that are being pursued by the Firm are identified by the following:

**Matter Number - Owner Name/Address of property**  
**(e.g. 10207 - Brown/3212 Elm St.)**

If, for a specific matter, the Firm is pursuing deed restriction compliance, the status report for the matter will include both a list of violations turned over to the Firm for pursuit as well as the date the initial compliance request relating to the most recent violation sent by the Firm. Bankruptcy accounts will set forth the date on which the individual filed their petition in Bankruptcy and will indicate whether the bankruptcy remains active or has been dismissed. Collection Accounts will indicate when an individual has entered into a written agreement to repay the outstanding debt. In addition, section IV of the status report sets forth a Payments Received and Disbursed accounting report which provides a detailed itemization of monies received from homeowners and forwarded to the Association.

**Acquiring a Detailed Cumulative Status Report**

Please note that a detailed status report itemizing all legal work performed from the inception of a matter or all specific matters the Firm is currently working on, along with cumulative totals of the legal fees incurred for a specific matter, is accessible to the Association through a secure Client Login section maintained on the Firm's website. In addition, a client accounting report providing detailed accounting relating to monies collected and forwarded to the Association and account receivable balances due and owing to Gammon & Associates is available through the Firm's website. If you require assistance with your logon ID and/or password, please contact the Firm at [info@gammonlaw.com](mailto:info@gammonlaw.com). For those Associations without access to the internet, we can, if desired, mail, fax, or messenger the Detailed Status Report to you.

**Definitions**

**Progress Bill:** Legal fees which are incurred that are invoiced directly to the Association, not in the month in which it was incurred but, rather, when the sums are collected from the homeowner responsible for the debt. These fees are to be paid by the Association upon receipt of the invoices. Should certain conditions occur (i.e. Direct acceptance of a homeowner payment by the Association, decision by the Association to stop the legal process, untimely payment of progress bill invoices, bankruptcy, tax lawsuit or probate filing) the Firm will invoice the Association for all legal fees which have been incurred to date for a specific matter and will perform all future legal activities relating to the matter on a monthly invoice basis.

**Monthly:** Legal fees which are incurred that are invoiced directly to the Association, on a monthly basis, to be paid by the Association upon receipt of invoices. All out-of-pocket expenses for matters being handled through a results-oriented billing format will be included on a client's monthly invoices. In most instances, the Association is entitled to full recovery of all costs, including legal fees, incurred in connection with pursuing a legal matter against a homeowner. Gammon & Associates seeks recovery and reimbursement from the homeowner of all costs incurred and expended by the Association in a given manner.

**I. Collection Accounts**

The following accounts represent all matters turned over to the Firm for pursuit of outstanding debt owed to the Association. The status report entry for a given collection account will indicate when the debtor has entered into a written agreement in favor of the Association to repay the outstanding debt. For those matters in which the Firm has agreed, because of the billing program chosen by the Association, to invoice legal charges incurred for a matter, not in the month in which it was incurred but, rather, when the sums are collected from the homeowner responsible for the debt, a line item, at the end of each collection matter listed on the Monthly Status Report, will set forth the cumulative total of legal fees incurred to date for the specific matter which has not yet been invoiced or paid. Those matters turned over for both *Collection* and *Deed Restriction* enforcement will be itemized in Section II of the status report. Those collection matters where an individual has filed a petition in bankruptcy will be itemized in Section III of the status report. Please note that a matter cannot be removed from the status report until all amounts owed to Gammon & Associates have been paid in full.

Guillory/14935 Crondell 40328

6/20/2005	Phone Message	238000/40328
	<i>Value of Service:</i>	

Riggs/1602 Evesham 70410

6/28/2005	2005 Default Letter	238000/70410
	<i>Value of Service:</i>	\$70.00
6/28/2005	2005 Payment Agreement	238000/70410
	<i>Value of Service:</i>	\$100.00

6/28/2005	2005 Late Fees	238000/70410
	<i>Value of Service:</i>	\$10.16
6/28/2005	2005 Balance Due Letter	238000/70410
	<i>Value of Service:</i>	\$70.00
6/28/2005	2004 Member Assessments	238000/70410
	<i>Value of Service:</i>	\$253.60
6/28/2005	Payment Plan	238000/70410
	<i>Value of Service:</i>	\$1,583.53
6/28/2005	2004 Collection Cost	238000/70410
	<i>Value of Service:</i>	\$10.93
6/28/2005	2004 Late Fees/Interest	238000/70410
	<i>Value of Service:</i>	\$15.24
6/28/2005	2004 Demand Letter	238000/70410
	<i>Value of Service:</i>	\$25.00
6/28/2005	2004 Title Search	238000/70410
	<i>Value of Service:</i>	\$50.00
6/28/2005	2005 Member Assessments	238000/70410
	<i>Value of Service:</i>	\$253.60
6/28/2005	2004 Demand Letter	238000/70410
	<i>Value of Service:</i>	\$100.00
6/28/2005	2004 Lien Letter	238000/70410

	<i>Value of Service:</i>	\$200.00	
6/28/2005	2004 Mortgage Demand Letter		238000/70410
	<i>Value of Service:</i>	\$325.00	
6/28/2005	2004 Payment Agreement		238000/70410
	<i>Value of Service:</i>	\$100.00	

San Miguel/14702 S. Silver Gre 10739

6/20/2005	Phone Message		238001/10739
	<i>Value of Service:</i>		

Zugel/1306 Pennygent 20706

6/28/2005	2005 Late Fees		238000/20706
	<i>Value of Service:</i>	\$10.16	
6/28/2005	2005 Member Assessments		238000/20706
	<i>Value of Service:</i>	\$253.60	
6/28/2005	2004 Late Fees		238000/20706
	<i>Value of Service:</i>	\$15.24	
6/28/2005	2004 Demand Letter		238000/20706
	<i>Value of Service:</i>	\$25.00	
6/28/2005	2004 Collection Cost		238000/20706
	<i>Value of Service:</i>	\$10.93	
6/28/2005	2004 Member Assessments		238000/20706
	<i>Value of Service:</i>	\$253.60	

test