

The logo for DataTree Academy is centered on a dark blue background with a grid of glowing blue dots and lines. The word "DataTree" is in white, with a registered trademark symbol (®) to its upper right. The word "ACADEMY" is in white, bold, uppercase letters, set within a grey rectangular box to the right of "DataTree".

**DataTree<sup>®</sup> ACADEMY**

# HOALIENS & INFORMATION

Rev. 20201015

## Contents

Overview: .....	2
Before We Begin: .....	2
Example One.....	3
Example Two.....	5
Example Three: .....	7

## Overview:

This service guide is designed to walk the user through locating homeowner association liens and HOA-related foreclosure activity using FlexSearch. Examples will start with the most obvious, straightforward approach to more varied options.

## Before We Begin:

1. FlexSearch functions much like internet searches where the user enters various combinations of text, sometimes specifying exact phrases by using quotations, e.g. "homeowner association".
2. Make sure to read through the short summary description that FlexSearch provides for each returned document. This will usually yield enough information to make a determination if this is the right document or whether or not it was recorded by an association in the first place.
3. Recorded documents will have variations in naming conventions based upon who entered the information (e.g. "homeowner association", "homeowners association", and "Home Owners Association"). If you are looking for specific phrases, keep this in mind. Combinations of phrases can be used to locate a specific document.
4. The examples shown below use FlexSearch Standard Search options combined with filters. The rationale being that using Standard Search will yield all related documents which can then be further filtered.

## Example One

Using the most straightforward example, let's examine what documents would be returned in FlexSearch when the only information available is the subject property address. In this scenario, it may not be known if the address is part of an HOA or if anything has been filed relative to HOA liens.

To start, sometimes less is more when working in FlexSearch. If the entire address is entered, it may limit the overall return. Note the difference in the total number of records shown below.

Screenshot One, using the full address:

The screenshot shows the DataTree search interface. The search bar contains the full address: "26 eldridge meadow dr houston tx". The results show 11 documents found, with a search time of 3.093 seconds. The first document is titled "6(R7.1.0314) NOTICE FROM THE STATE COMPTROLLER RELEASE OF STATE TAX LIEN FILED IN ERROR t474-44-40 06/12/03 100174690 \$9.00 County Clerks name and".

Screenshot Two, using just the street number and street name:

The screenshot shows the DataTree search interface. The search bar contains the partial address: "13126 eldridge meadow". The results show 33 documents found, with a search time of 1.523 seconds. The first document is titled "Notice Of Lis Pendsens".

The reason for the difference lies in how the address was written into the documents. Using the full address would have excluded the Lis Pendsens.

This block shows a detailed view of the search results. The first document is titled "Notice Of Lis Pendsens" and is recorded under Clerks File No. T023458 at Film Code No. 402026 of the map records of Harris County, Texas, and being most commonly referred to as "13126 Eldridge Meadow Drive, Houston, Texas 77041". The action is to foreclose a lien for unpaid maintenance assessments in accordance with the Declaration of... The second document is titled "General Warranty Deed" and is recorded under Film Code No. 402026 of the map records of Harris County, Texas, and being most commonly referred to as "13126 Eldridge Meadow Drive, Houston, Texas 77041". The consideration is in the amount of \$10.00 paid by Grantee. The property is ??? LT 27 BLK 1 ELDRIDGE MEADOW SEC 2 Also known as: 13126 Eldridge Meadow HOUSTON TX 77041. The third document is titled "Lien in the amount of \$ 1,239.86 for taxes, fees, fines, penalties and interest due to the State of Texas against all property, both real and personal, owned, claimed or acquired by ni/DIANE A SERSHION 13126 ELDRIDGE MEADOW DR HOUSTON TX 77041-1710 of HARRIS County, Texas. The Notice of Lien".

Before ordering any documents, recall that in the original scenario it was unclear if the property was part of an HOA. Here is where the summary descriptions will assist. A quick scan of the descriptions indicates that it is part of an HOA:

### Release Of Lien

Lien filed under Clerks File No.(s): said Lien(s) being provided for under the Deed Restrictions on file in the Real Property Records of Harris County, Texas, and of the **By -Laws of the Association**, against the following described real property, to -wit: *13126 Eldridge Meadow Drive* (Section 02

### Notice Of Lis Pendens

recorded under Clerks File No. T023458 at Film Code No. 402026 of the map records of Harris County, Texas, and being most commonly referred to as *13126 Eldridge Meadow Drive*, Houston, Texas 77041. The action is to foreclose a lien for **unpaid maintenance assessments in accordance with the Declaration of**

### Release Of Lien

Clerks File No. 2. q B9 Li 8 . The Property is more fully described as follows: Das\ ja) L. lere.e-11 09-ee- Owner(s): Be ???"FifElfle-rr Ferrell - ?)e.(4 -1-0-n01/4 C??? Section -Block -Lot: I 02 - 01 - 027 Property Address *13126 Eldridge Meadow Drive* **Association Name: Chimney Hill IV Community**

#### FILTERS

##### COUNTIES

- SHOW ALL COUNTIES (4)
- HARRIS (27)
- WALLER (4)
- JEFFERSON (1)
- TAYLOR (1)

##### DOCUMENT TYPES

Sort [alphabetically](#) or by [volume](#) (3)

- SHOW ALL DOCUMENT TYPES
- UNDETERMINED (13) (2)
- DEED (5) ONLY
- DEED OF TRUST (4)

(1) MORE

##### YEARS

- SHOW ALL YEARS
- 2019 (3)
- 2018 (3)
- 2016 (3)

Next, the filters at the right side of FlexSearch will assist in limiting which documents you examine.

Clicking on the More link below the category (1) will expand the Document Types to the full available list.

The numbers in the parenthesis (2) indicate the number of documents found in that category (volume).

The Documents Type list is sortable either alphabetically or by the volume (the document count, descending) (3). As shown in the screenshot at left, the list is currently sorted by volume. Clicking the link will sort the list alphabetically. The link will toggle the list between the two sort options.

Deselect "Show All Document Types" (4) and then select the categories you would like to filter by. Give FlexSearch a moment to filter and update the list

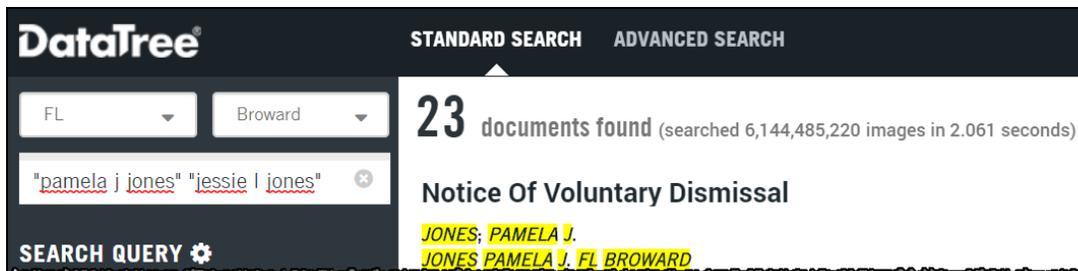
Any search for Assessments or Liens will probably also be interested in the results, such as Releases, Lis Pendens, or Notice of Defaults. Select the category as appropriate to your search.

## Example Two

This is a rather extreme example where the owner name and county of residence is known but the address and HOA name are not. Starting with selecting the state and county, enter the owner names in quotes (1) and run the search.

The scenario may simply be that the individuals are applying for a loan or credit line and a search of possible outstanding liens needs to be run. An additional use is to locate unreported assets.

The individuals for the example are Pamela J Jones and Jessie L Jones and the county is Broward County FL. If the search text must be exact, as in this example, make sure to enclose the information in quotes as shown below. FlexSearch will look for the exact text of “**pamela j jones**” and “**jessie l jones**” anywhere in the documents.



As mentioned previously, using the Document Type filter can allow you to selectively review the documents.

You can also simply sort the results to assist with your review. In the example, the results were sorted Date Descending for readability.

**23** documents found (searched 6,144,485,220 images in 2.302 seconds)

**JONES, PAMELA J.**  
**JONES** 10524 SW 1814 STREET MIRAMAR, FL 33025 **PAMELA J. FL BROWARD**

**DOCUMENT TYPE**  
UNDETERMINED  
**RECORDING DATE**  
02/05/2016  
**ADDRESS**  
**OWNER / BORROWER**  
**SELLER / LENDER**

Order

- RELEVANCE
- RELEVANCE ASCENDING
- RELEVANCE
- YEAR ASCENDING
- YEAR DESCENDING**
- DOCUMENT TYPE A-Z
- DOCUMENT TYPE Z-A

### Release Of Lien

The current owners of record are: **JESSIE L.**  
**JONES PAMELA J. FL BROWARD**

**DOCUMENT TYPE**  
RELEASE  
**RECORDING DATE**  
2016  
**ADDRESS**  
**OWNER / BORROWER**  
**SELLER / LENDER**

Order

**APN #**

### Final Judgment Of Foreclosure

**JONES, PAMELA J.**  
**Jones** 10524 SW 18 Street, Miramar, FL 33025 **Pamela J. FL BROWARD**

**DOCUMENT TYPE**  
UNDETERMINED  
**RECORDING DATE**  
06/28/2012  
**APN #**  
51-41-19-08-0200  
**ADDRESS**  
10524 SW 18TH ST MIRAMAR FL 33025  
**OWNER / BORROWER**  
**SELLER / LENDER**

Order

Per Page:     [Select all](#) | [Deselect all](#)

[< Previous](#)   [Next >](#)



## Example Three:

Your research might require a more broad-based search looking only for the HOA name. This type of search will yield anything where the HOA name is present in the document. By entering a partial HOA name (1) and then filtering by document type (2) we can hunt through the returned documents for specific assessments, releases or delinquencies.

The screenshot shows the DataTree search interface. On the left, there is a search query input field containing "san marco" (marked with a yellow circle 1) and a filters sidebar (marked with a yellow circle 2) where "ASSESSMENT LIEN" is selected. The main content area displays "9 documents found" and lists three results. The first result is a "Notice Of Delinquent Assessment" with a recording date of 2009. The second is a "Notice Of Assessment Lien" with a recording date of 1989. The third is another "Notice Of Delinquent Assessment". A dropdown menu on the right (marked with a yellow circle 3) shows sorting options: RELEVANCE (selected), RELEVANCE ASCENDING, RELEVANCE DESCENDING, YEAR ASCENDING, YEAR DESCENDING, DOCUMENT TYPE A-Z, and DOCUMENT TYPE Z-A. The interface also includes a search query editor, filters for various document types, and a results table with columns for document type, recording date, and APN #.

You can also sort your results (3) by relevancy or date order.

**Notes:** As with addresses, what is written in the document may vary based upon who created the document. Unfortunately, this means that you may have to enter variations on the HOA name to ensure that you can review the documents. This association's name appears as "San Marco Home Owners Association", "San Marco Homeowners Association" and "San Marco Homeowners Assoc." Using just "San Marco" will remove some of the variance but make sure to review the summary descriptions as this phrasing will include documents recorded by "San Marco Properties LLC", which is an unrelated association.