

CEDAR PARK TOWN CENTER
VIOLATION NOTIFICATION AND FINING POLICY

Effective: November 1, 2011

The Board of Directors ("Board") is given express power in the Association's "Declaration of Covenants, Conditions and Restrictions" to adopt and publish rules and regulations to enforce the protective covenants to ensure a safe and attractive neighborhood.

The Board will mail notices of covenant violations to the responsible property owner whenever violations have been observed and verified. The notices will include the observation date, description of the violation and the covenant that is being violated, as well as a photograph when possible.

All residents and property owners may report, in confidence, an observed violation in writing to the Board. Anonymous reports will not be addressed by the Board; however, the notice to the affected property owner will never include the source of the complaint.

The affected property owner will have 30 days to correct the noted violation, with reminder notices being mailed every 30 days thereafter. If the violation has not been corrected after 30 days, the affected property owner will continue to receive notices at 30-day intervals, but fines for the violation will begin to accrue as noted in the following schedule:

- Notice of violation Courtesy Letter to correct deficiency
- 2nd Reminder Courtesy Letter to correct deficiency
- Fine Notification #1 Reminder Letter assessing \$25 fine
- Fine Notification #2 Reminder Letter assessing additional \$50 fine
- Fine Notification #3 Reminder Letter assessing additional \$100 fine

After the final notification, fines will continue to accrue at the rate of \$100 per notification and the Board reserves the right to pursue legal action and other remedies to cure the violation at the property owner's expense. The Board reserves the right to levy fines in excess of those described above if the damage caused to the Association by the violation is greater than the prescribed fine amount above.

The Owner will have the right to contest any violation, pursuant to Texas Property Code § 209, and any fines assessed by providing written notice to the Board within thirty (30) days of receiving the notice of the violation.

This policy was adopted by the Board of Directors of The Association and is effective as of

November 1, 2011.

Signed by: Kate McDonald, President

Date

11/15/11