

CROWN OAKS PROPERTY OWNERS' ASSOCIATION

POLICY RESOLUTION

RULES AND REGULATIONS ENFORCEMENT POLICY AND PROCEDURES

WHEREAS, Section 8.10 of the Covenants, Conditions and Restrictions (CC&Rs) of the Crown Oaks Property Owners' Association (Association) empowers the Board of Directors to adopt rules and regulations, and to establish fines, levies and enforcement provisions as deemed necessary;

WHEREAS, Section 8.11 of the CC&Rs of the Association empowers the Association to enforce the provisions of this Declaration and the Rules and Regulations of the Association and to take such action as necessary or desirable to cause such compliance by each Member and each Related User.

WHEREAS, Section 209.006 of Chapter 209 of the Texas Property Code (the "Code") defines notice requirements before enforcement actions.

WHEREAS, Section 209.0061 of Chapter 209 of the Code requires that a property owners' association adopt an enforcement policy regarding categories of restrictive covenants for which the property owners' association may assess fines and establish a schedule of fines for each category of violation.

WHEREAS, there is a need to establish procedures for the equitable and uniform enforcement of the provisions of the recorded CC&Rs and the Rules and Regulations adopted by the Association as filed of record in the Official Public Records of Real Property of Montgomery County, Texas affecting property located within Crown Oaks.

NOW THEREFORE be it resolved that the Association, acting through its Board of Directors, hereby adopts the following policy and procedures:

1. On becoming aware of a violation, a letter shall be sent by certified mail to the violating Owner at the Owner's last known address as shown on the Association records:
 - (i) describing the violation as referenced in the Association's CC&Rs and as further enumerated in Exhibit "A" attached hereto and incorporated herein by this reference;
 - (ii) stating the amount of the proposed fine and that the Owner's use rights can be suspended (in accordance with Section 8.11 of the CC&Rs) if the violation is not corrected;
 - (iii) informing the Owner that he or she is allowed a reasonable

period by a specified date to cure the violation and avoid the fine and suspension of use rights (provided, however, if the Owner was given notice and a reasonable opportunity to cure a similar violation within the preceding six (6) month period, the fine may be levied immediately without giving the Owner a reasonable time within which to cure the violation); and

- (iv) informing the Owner that not later than the thirtieth (30th) day after the date of the notice, (or later date provided by §209.006(b)(2)(B) of the Code or successor statute), the Owner may request a hearing before the Board of Directors to contest the fine.

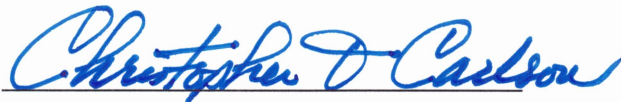
2. If the request for an opportunity to be heard is received by the Association from the Owner within thirty (30) days from the date of the written notice, a hearing shall be scheduled before the Board. Such hearing shall take place within thirty (30) days at the date and time set by the Board. The Owner shall be notified of the date, time, and place of the hearing not later than the tenth (10th) day before the date of the hearing. The Board or the Owner may request a postponement, and, if requested a postponement shall be granted for a period of not more than then (10) days. Additional postponements may be granted by agreement of the parties.
3. After an affirmative decision by the Board or after the expiration of the written notice, the Association may enforce compliance by any one or more of the following means (CC&Rs 8.11):
 - 3.1 Levy and collect reasonable and uniformly applied fines and penalties from the Owner or Related User, as set forth in Exhibit "A" to this Resolution.
 - 3.2 Levy and collect an assessment against any Owner for any costs incurred by the Association in connection with the breach.
 - 3.3 Take action to cure or abate such violation and to charge the expenses thereof, plus any attorney's fees incurred, to the Owner in violation.
 - 3.4 Instruct the Association's attorney to send a letter of demand and, if necessary, proceed to file a lien against Owner's property or file suit. Provided, however (as required by Section 209.008 of the Code), prior to turning a violation over to the Association's attorney, the owner will be sent a written notice that attorney's fees and costs will be charged to the Owner if the violation continues after a date certain. Any legal expenses and fees incurred shall be assessed to the Owner.
 - 3.5 Exclude any Owner or Related User from use of any recreational facilities within the Common Areas, during and up to sixty (60) days

following any breach, unless the breach is a continuing breach, in which case the exclusion shall continue for so long as such breach continues.

3.6 Take such other action as may be appropriate.

4. Cases justifying immediate action shall include and shall not be limited to damage to Common Property or Facilities. If such cases requiring immediate action are not cured immediately by the Owner, the Association can take whatever actions are necessary to effect the cure and all associated costs incurred by the Association plus ten percent (10%) shall be assessed to the Owner.
5. Damage assessments against an Owner will be assessed against the Owner's Lot. The Owner will be responsible for the actions of all residents, guests and invitees of the Owner and any fines or damage assessments against such residents, guests and invitees will also be assessed against the Owner' Lot. Provided, however, prior to charging an Owner's Lot for damages (in accordance with Section 209.006 of the Code) the Owner must be sent a written notice by certified mail, which notice must describe the property damage and advise the Owner that he or she may request a hearing before the Board in accordance with the procedures set forth above under Sections 1 (iv) and 2.
6. The notice provisions of Sections 1 (iv) and 2, as allowed by Section 209.007(d) of the Code, do not apply if the Association is seeking a temporary restraining order or temporary injunctive relief.
7. The Association's Park and Lake Rules posted at its parks and on the Crown Oaks Website are incorporated herein by this reference.

This Policy Resolution was adopted by the Board of Directors on August 29, 2024 by unanimous vote at the open regular meeting of the Board of Directors for which prior notice was given to the Association members.



Christopher T. Carlson
President, COPOA

**EXHIBIT A
TO THE CROWN OAKS RULES AND REGULATIONS
ENFORCEMENT POLICY AND PROCEDURES**

SCHEDULE OF FINES AND CORRECTION PERIODS

VIOLATION CATEGORY	CORRECTION / GRACE PERIOD	FINE	CC&R SEC.
GENERAL			
Parking Violations Including Vehicles, Boats, Trailers, Containers	30 days	\$300/month	3.19
Non-Compliant Signage on Property	10 days	\$150/occurrence	3.13
Lot Maintenance	10 days	\$150/month	3.17
Building Maintenance	30 days	\$150/month	3.18
Offensive Activity	0 days	\$250/occurrence + \$100/day	3.10
Garbage/Refuse Disposal	2 business days	\$150/occurrence	3.11
Burning Garbage/Trash/Household Refuse	0 days	\$250/occurrence	3.11 & 3.17
Hazardous Waste/Substances on Property	0 days	\$300 + \$200/day until clean	3.20
Pets Running Loose/Noise	1 day	\$150/animal + \$50/day/animal	3.14
Prohibited Animal/Livestock	30 days	\$150/animal + \$50/day/animal	3.14
Firearm Discharge Including Pellet Guns (not BB Guns)	0 days	\$500 first offense, \$1000 each offense thereafter	3.10
Operating Unauthorized Motorized Watercraft on Majestic or Crown Lakes.	0 days	\$500 each offense	3.24
Swimming in any Association Lake or Pond (does not include pets)	0 days	\$250 each offense	5.04(b)
Burning During a Burn Ban	0 days	\$2,000 each offense	3.17
Fires Left Unattended	0 days	\$250 each offense	3.17
Activity Not Related to Single Family Residential Purposes	30 days	\$250 + \$500/month after 30 days	3.10
Deposition of Fill Dirt or Other Materials in any Retention Pond/Area or in any Drainage Easement, Ditch or Lake/Pond.	30 days	\$250 + \$250/month after 30 days plus owner pays the cost to remove the offending materials.	2.02
CONSTRUCTION / ACC-RELATED			
General ACC	30 days	\$150/month	4.00
Fence Constructed Without ACC Approval	30 days	\$500 plus ACC Application filed within 30 days.	3.09
Fence Non-Compliance	30 days	\$250 + \$250/month plus owner pays cost to bring fence into compliance.	3.09
Construction Prior to or Without ACC Approval or Construction not in Compliance with the ACC-Approved Location and Plans.	10 days	\$500 + \$100/day after 30 days and the structure must be built and located as approved by the ACC. Permanent removal / relocation if not approved by the ACC	4.01

VIOLATION CATEGORY	CORRECTION / GRACE PERIOD	FINE	CC&R SEC.
Driveway Constructed with Non-Approved Materials	30 days	\$250 + \$50/day after 60 days plus owner pays cost to replace with approved materials	3.05
Installation of Culvert or Roadside Ditch Crossing Without Prior ACC Approval	30 days	\$500 Plus owner pays cost to bring into compliance.	3.16/4.01
Site Cleanliness	10 days	\$150/occurrence	3.17 & ACC Applic.
Roadway Mud	10 days	\$150 + \$25/day until clean	ACC Applic.
Road Surface Damage	10 days	\$200 + contractor repair cost	ACC Applic.
No Portable Toilet	10 days	\$200 + \$50/day	ACC Applic.
Improper Placement of Portable Toilet	10 days	\$150 + \$50/day	ACC Applic.
Concrete (or Other) Dumping	10 days	\$200 + contractor cleanup cost	ACC Applic.
Material Placed Outside Property Line	10 days	\$200 + \$50/day until removed	ACC Applic.
Placement of Construction Items or Materials in Ditches or ROW/Easements	10 days	\$250/day	3.16
PROHIBITED ACTIVITIES & VANDALISM / DAMAGE TO ASSOCIATION PROPERTY			
Riding Motorized Vehicles on Dams, Spillways, Park Sidewalks or any Unpaved Road Boundaries, Association Common Areas, Property or Easements.	0 days	\$500 first offense, \$750 each offense thereafter + cost of repair/remediation of any damage.	2.05, 5.04(b) & Article 8
Starting Fires or Igniting Fireworks on Dams, Spillways, in Parks, on Roads or any Association Common Areas	0 days	\$500 first offense, \$1,000 each offense thereafter	5.04(b) & Article 8
Riding Bicycles, Skateboards, Roller Blades, Roller Skates or Anything Non-Motorized on Dam Spillways	0 days	\$150 first offense, \$200 each offense thereafter	5.04(b) & Article 8
Dropping or removing gates in cable fences.	0 days	\$150 first offense, \$200 each offense thereafter	5.04(b) & Article 8
Theft of or Vandalism/Damage to any Association Facilities or Common Areas/Property	0 days	\$500 each offense + cost of repair or replacement	5.04(b) & Article 8
<p>Notes</p> <ul style="list-style-type: none"> > Some regulations are specified in the ACC Application ("ACC Applic") as approved by ACC. > Some violations may result in multiple fines. > Unless otherwise noted, days are calendar days. > Fines are due and payable upon invoicing. 			