

MICHAEL EENTRUP
1105 VERSAILLES CT
SOUTH LAKE, TX 76092-8825

EXHIBIT A**VERSAILLES HOME OWNERS ASSOCIATION (HOA)
FINING POLICY – PROCESS NOTIFICATION**

The following systems, procedures and practices are established for the enforcement of the provisions of the Declaration of Covenants, Conditions and Restrictions (CCR's) for Versailles subdivision of the City of Southlake, Texas and for the elimination of violations of the Declaration of CCR's and the rules promulgated therein.

1. The Versailles Home Owners Association Board of Directors (herein after shall be referred to as the Board), under the advice from the Architectural Review Committee (ARC), or its agent must give an owner a written notice of violation, opportunity to cure the violation and a right to a hearing prior to imposing a fine. The following steps must be followed and support documentation kept on file in order to impose a fine:
 - a. **First Notice.** The Board shall make the owner and resident, if different than the owner, by first class mail, aware of the discovered violation. Included in the notice will be a statement that no later than ten (10) days from the letter date, the violation must be cured, noting the provision of the CCR's or adopted rules which contains the violation and what specifically must be done to cure the violation.
 - b. **Second Notice.** After issuance of the "First Notice" and expiration of the ten (10) day compliance period (if the violation has not been corrected), the Board shall notify the owner and the violator, if different than the owner, by first class mail and by certified mail, return receipt requested, that the violation previously noted in the "First Notice" has not been resolved. The notice shall contain the following information:
 - i. A description of the violation or property damage and what specifically must be done to cure the violation or damage;
 - ii. The authority for establishing the violation or property damage charge;
 - iii. The amount of the proposed fine or damage charge;
 - iv. A statement that if the violation is corrected within a reasonable time after the owners receipt of the notice, the fine will not be assessed and no action taken;
 - v. The owner may, on or before thirty (30) days from receipt of the notice, request a hearing;
 - vi. If the violation is not corrected within the time period stated in the notice, or if a request for a hearing is not received on or before thirty (30) days from the owner's receipt of the notice, the fine will be imposed and that all attorney's fees and costs will be charged to the owner.
 - c. **Fine Application Notice.** Where the Board has observed the violation uncorrected and not received a Request for a Hearing (whether written or verbal) within the allotted thirty (30) day period noted in the "Second Notice", the Board shall notify the

owner and the violator (if different than the owner) of the following by first class mail and certified mail return receipt requested:

- i. That a fine for non-compliance is being applied against the owner's account for not curing the violation within the specified period of time contained in the previous notice.
- ii. That the owner may appeal application of the fine if a written request is submitted to the Board within thirty (30) days from the date of the "Fine Application Notice".
- iii. That upon application of a fine, continuing accrual of fines (in accordance with the "Fine Schedule") will occur as each subsequent ten (10) day period elapses and the violation is not cured.
- iv. That there is no aggregate amount of fines which may accrue. Additionally the matter may be referred to legal counsel for further enforcement measures if not cured.

APPEAL DUE/PROCESS

The following steps should be provided in the case where a homeowner has been given appropriate notice of a violation and has submitted to the Board a written request for a hearing or has submitted a written appeal to the application of a fine within the specified period of time:

1. Response to Written Appeal. If the owner timely requests a hearing to challenge the proposed action or timely appeals the application of a fine, a hearing before the Board (composed of not less than two (2) or more than five (5) Board members) shall be held in executive session affording the owner a reasonable opportunity to be heard. Such hearing shall be held no later than the 30th day after the date that the Board received the owner's request for a hearing. The Board shall send notice to the owner no later than the 10th day before the date of the hearing of the time, date and place of a hearing with an invitation to attend and produce any statements, evidence, and witnesses in support of the owner's challenge to the proposed fine application or violation. The Board or the Owner may request a postponement of the hearing and, if requested, a postponement shall be granted for a period of not more than 10 days. The minutes of the meeting shall contain a written statement of the owners reason for non-compliance and the results of the hearing (whether the fine is applied or not). The decision of the Board will be made in executive session after the homeowner has been excused from the meeting.
2. Notification of Appeal Decision. Within ten (10) days of the appeal hearing the Board shall send notice as to their decision providing a support response for their decision. Any reasonable extension of time required by the Board shall also be noted in the response.
3. Waiver of fines (Correspondence). Contained within any correspondence sent to the homeowner where a fine is applied, will be a notation to the homeowner that they may request waiver of the fine by appealing to the Board in writing after the violation is cured.

FINE SCHEDULE

The imposition of fines will be on the following basis:

1. First Violation - \$100.00 per incident type.
2. Additional Violations – Double for every subsequent offense to a maximum application of \$3000.00.
3. Aggregate Limit - There is no limit to the number of fine applications.

FINE NOTES

1. Imposition of fines will be in addition to and not exclusive of any other rights or remedies of the Association as created by the Declaration of CCR's or this Policy.
2. Fines are imposed against Properties and become the personal obligation of the owners of such property. Upon presentation of outstanding fines to the Board for action, the same will be levied against the respective property and their owners pursuant to Article VIII Powers and Duties of the Board of Directors, Section 1. Powers, paragraph (a).

CURE OF VIOLATION DURING ENFORCEMENT

An owner may correct or eliminate a violation at any time during the pendency of any procedure prescribed by this policy. Upon verification that the violation has been corrected or eliminated, the violation will be deemed no longer to exist. Unless proper appeal process is followed and fines removed, the owner will remain liable for all costs and fines under this Policy, which costs and fines, if not paid upon demand, will be referred to legal counsel for collection.

This policy was adopted by the Versailles HOA Board of Directors at a meeting on January 20, 2011.



Michael L. Gentrup, President
Versailles HOA Board Member

VERSAILLES HOME OWNERS ASSOCIATION, INC.

IN WITNESS WHEREOF, the Association has caused this Notice to be executed by its duly authorized agent as of this date first above written.

ASSOCIATION:

Versailles Homeowners Association, a Texas corporation

By: [Signature]
Its: PRESIDENT

ACKNOWLEDGEMENT

STATE OF TEXAS §

§

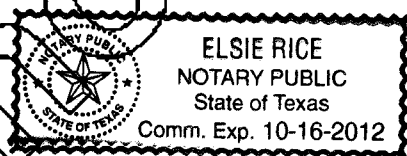
COUNTY OF TARRANT §

BEFORE ME, the undersigned authority, on this day personally appeared

[Signature], PRESIDENT of VERSAILLES HOMEOWNERS ASSOCIATION

known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and consideration therein expressed on behalf of said corporation.

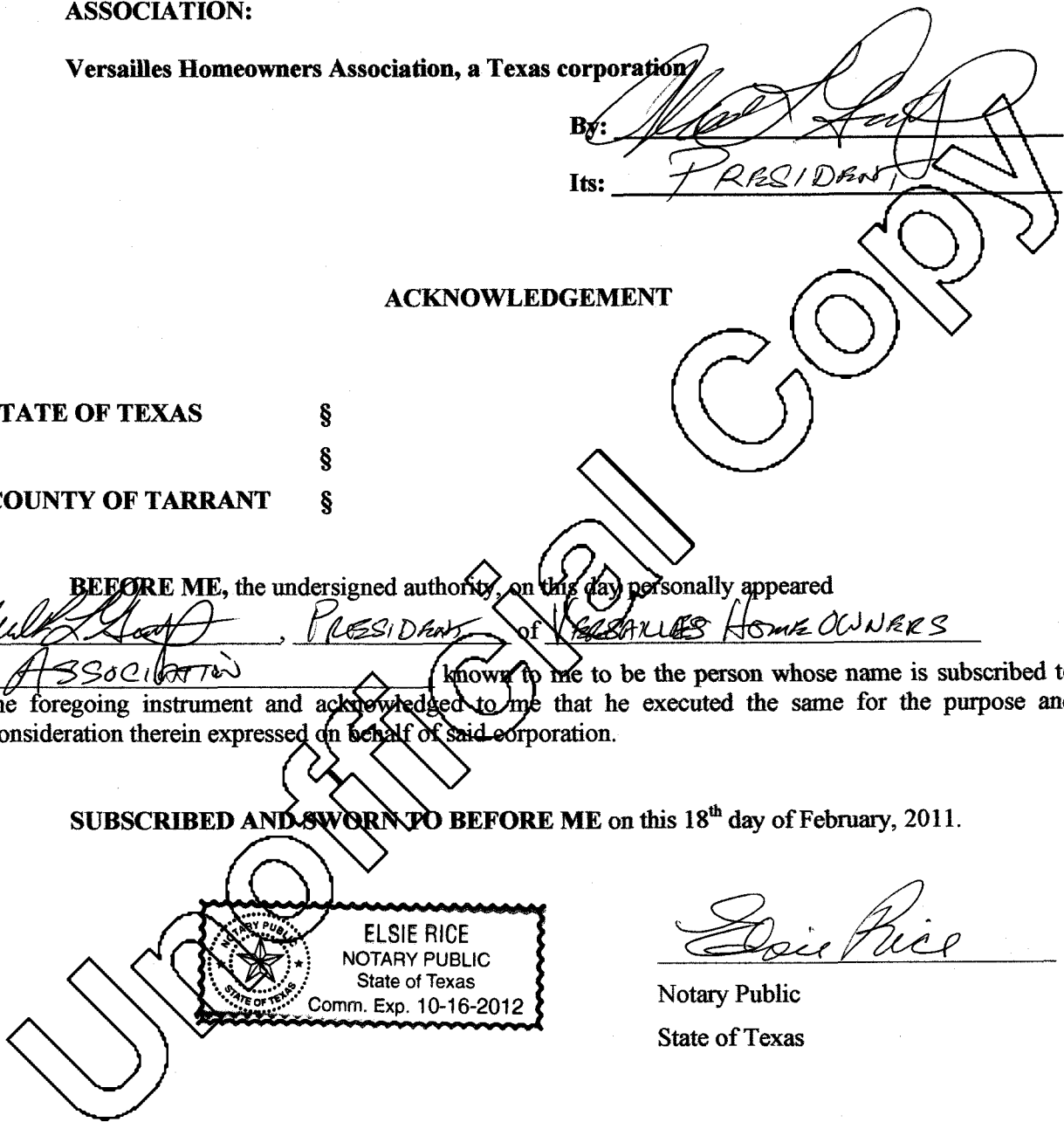
SUBSCRIBED AND SWORN TO BEFORE ME on this 18th day of February, 2011.



[Signature]

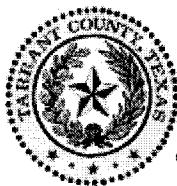
Notary Public

State of Texas



MARY LOUISE GARCIA

COUNTY CLERK



100 West Weatherford Fort Worth, TX 76196-0401

PHONE (817) 884-1195

MICHAEL GENTRUP
1105 VERSAILLES CT
SOUTHLAKE, TX 76092

Submitter: MICHAEL GENTRUP

DO NOT DESTROY
WARNING - THIS IS PART OF THE OFFICIAL RECORD.

Filed For Registration: 2/18/2011 12:14 PM

Instrument #: D211039912

OPR

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PGS

\$28.00

By: _____

Mary Louise Garcia

D211039912

ANY PROVISION WHICH RESTRICTS THE SALE, RENTAL OR USE OF THE DESCRIBED REAL PROPERTY
BECAUSE OF COLOR OR RACE IS INVALID AND UNENFORCEABLE UNDER FEDERAL LAW.

Prepared by: VMMASSINGILL