

Addendum III

Enforcement Procedure

for Covenants and
Rules and Regulations of
Cypress Creek HOA, Inc.

In order to maintain property values, safety, and the quality of life, it is the responsibility of the HOA to enforce restrictions delineated in the Deeds of Dedication, the Declaration of Covenants and Restrictions, and the Rules and Regulations for Cypress Creek and Cypress Creek Estates (herein referred to as the Neighborhood).

Process of Enforcement

1. The Neighborhood is monitored by the Management Company and/or the Compliance Committee to ensure owners comply with the afore mentioned documents. Owners of the Neighborhood who believe an infraction has occurred may also submit a complaint by following the steps set forth in the Rules and Regulations Compliance section. Once a complaint is received, the Compliance Committee will determine if a violation has occurred.
2. If it is determined that an infraction did occur, the Owner will be sent a notification letter via email, mail, or hand delivery citing the specific violation, the date of its occurrence, the location, the compliance deadline, and the fine that may be assessed if the infraction is not corrected within the designated time.
3. For each infraction the Owner will have a compliance deadline from the date of the receipt of the notification letter to correct the infraction. If, however, the infraction, by its nature, wouldn't necessarily exist beyond its occurrence (e.g. "loud or objectionable noise"), the letter will also notify the Owner that any subsequent infractions of the same Rule or Covenant for the next six (6) months after the infraction initially occurred shall be considered a continuation of the infraction and subject to the fines and/or penalties as set forth in the Fine Schedule.
4. It is the Owner's responsibility to correct the infraction. If the Compliance Committee determines that the infraction has been rectified, no further action is required.
5. If the infraction is not corrected within the designated time, any applicable fines will be assessed by the Management Company and payable to the HOA within thirty (30) calendar days.
6. If the infraction is corrected, but there is a recurrence of the same infraction within six (6) months, the Owner will be notified by letter via email, mail, or hand delivery that it will be considered a continuation of the initial infraction and shall be subject to any applicable fines and/or penalties as set forth in the Fine Schedule.
7. The Owner will be responsible for all fines, penalties, legal fees, and/or any other costs that may be incurred in rectifying the violation. All fines that remain unpaid after thirty (30) days may become a lien against the Owner's property and/or legal action will result.

Due Process Rights

1. To dispute an alleged infraction, the Owner must, within fifteen (15) calendar days of the date of receipt of the notification letter, submit by email, mail, or hand delivery a written request for a Hearing to the Management Company and/or the HOA Board of Directors.
2. Within fifteen (15) calendar days after receiving the written request, the Management Company and/or the HOA Board will schedule a time and place for the Hearing with the Owner.
3. At the Hearing the Owner as well as the Compliance Committee will be allowed to present statements, evidence, and witnesses to support their positions.
4. Within seven (7) calendar days after the Hearing, the Management Company and/or the HOA Board will notify the Owner in writing of their decision.
5. Within thirty (30) calendar days of a fine assessment, the Owner has the right to appeal accrued fines by submitting a written request by mail to the Management Company and following steps 2 through 4 above.

Addendum IV
Fine Schedule
for
Cypress Creek HOA, Inc. Rules and Regulations

Infraction Area	Compliance Deadlines	Fine for Not Meeting Compliance Deadline	Penalty for Not Correcting Infraction
Alterations 1.1 & 1.2	Immediate halting of construction and 48 hrs. to submit specified documents	\$100	\$25/day
Alterations 1.4	24 hrs.	\$25	\$5/day
Appearance 2.5	7 calendar days	\$25 plus costs of reparations	\$5/day
Appearance 2.1 - 2.4; 2.6 - 2.10	7 calendar days	\$25	\$5/day
House Rental 3.1	Immediately upon notification of infraction	\$100	\$100 for each subsequent infraction
House Rental 3.2 - 3.4	30 calendar days	\$25	\$5/day
Noise 4.1 & 4.2	Immediately upon notification of infraction	\$25	\$30 for each subsequent infraction for the next 6 months
Parking/Streets 5.1 - 5.4	7 calendar days	\$25	\$5/day
Parking/Streets 5.5	Immediately upon notification of infraction	\$25	\$30 for each subsequent infraction for the next 6 months
Pets 6.1	Immediately upon notification of infraction	\$25	\$30 for each subsequent infraction for the next 6 months
Pets 6.2 - 6.6	7 calendar days	\$25	\$5/day
Playground 7.1	7 calendar days	\$25	\$30 for each subsequent infraction for the next 6 months
Ponds 8.1 - 8.4; 8.7 & 8.8	Immediately upon notification of infraction	\$25	\$30 for each subsequent infraction for the next 6 months
Ponds 8.5 & 8.6	Immediate infraction	\$40	\$50 for each subsequent infraction for the next 6 months