



Pendleton Harbor
Property Owners' Association, Inc.
200 Sand Dollar Dr., Hemphill, Texas 75948
409-625-4813 409-625-0604 fax

Policy Letter #19

Subject: POA COMPLIANCE CONCERN

Purpose: Establish the process for Property Owners to file a written compliance/violation concern of the Protective Covenants, Restrictions and Fees Assessments with the Board of Directors

I. Initiating a Compliance Concern

A. Who May Initiate: Property owner in Pendleton Harbor (referred to herein as the "Complainant").

B. How to Initiate a Compliance Concern-A Compliance Concern with the PENDLETON HARBOR PROPERTY OWNERS ASSOCIATION (the "POA") is initiated by filing a written concern or sending concern via e-mail to phpoa@windstream.net.

2. Confirming Receipt of the Compliance Concern. Within seven (7) business days of receipt of POA Compliance Concern Form, the POA shall provide acknowledgement of receipt of the Compliance Concern.

3. Investigation. After conversation with Complainant, POA Compliance Committee Member will review the compliance concern, initiate conversation with complaine, and review Protective Convenants and Restrictions that may pertain to compliance concern.

4. Compliance concern and decision will be emailed to Board Members if no further investigation is needed. If further investigation is needed, Compliance Committee will bring complaint and resulting information from investigation to next scheduled Board Meeting for discussion.

5. Formal response letter to Complainant and Complaine via Certified Letter if compliance concern reveals a violation of Protective Covenants and Restrictions, if no violation is found, first class letter will be mailed to Complainant and Complaine.

Lisa Slate
President PHPOA

Approved by Brd of Directors 09/08/2022