

**VIOLATION ENFORCEMENT GUIDELINES AND FINES POLICY FOR
 COPPERBROOK HOMEOWNER’S ASSOCIATION, INC.**

In accordance with the Declaration of Covenants, Conditions and Restrictions (“Declarations”) for Copperbrook Sections 1-5, filed and recorded in the Harris County Real Property Records at File Nos. R596475, S896706, T346712, T716490, and T470576, the Board of Directors (“Board”) of Copperbrook Homeowner’s Association, Inc. (“Association”) has the authority to enforce restrictions, rules and regulations set out in the Declarations and any amendments thereafter.

The Association previously adopted a policy regarding “Fines for Non-Compliance” as recorded on June 18, 2013, in the Harris County Real Property Records at File No. RP087521164. The Board hereby amends and restates, as applicable, the Association’s fine policy and adopts the following guidelines and policies to enforce the Declarations and related rules and regulations. This set of guidelines/policies do not replace the Declarations, and the procedures and fines set forth in this policy are in addition to any other remedy allowed by the Declarations, at law, or in equity.

1. Enforcement Actions by Association

The Association has been empowered to charge costs of remedying violations of Declarations against any violators in accordance with Article VII, Section 17 of the Declarations entitled Enforcement of Lot Maintenance. Applicable law similarly allows for enforcement through the imposition of costs and fines subject to the adoption of certain rules and procedures. Accordingly, the following procedures and fine schedule will apply to Owners or Members found violating the Declarations or any applicable rules and regulations:

Notice	Violation Notice*	Fine or Action
1st	Courtesy letter	No fine, sent via regular mail
2nd	Warning letter*	Sent via Certified Mail *
3rd	Fee Letter With Charge	Fine \$100, sent via Certified Mail
4th and subsequent	Fee Letter With Charge	Fine \$200, sent via Certified Mail

*If the violation is a curable violation, the letter will provide thirty (30) days to correct the violation, and if not corrected the Association will have the authority to enter, or direct a contractor to enter, the property and perform the maintenance or repair at the Owner’s expense, which will be applied to the Owner’s account. The Association is not liable for trespass if the violation is present at the time the Association or its agents direct or enter the property to perform maintenance or repair on any part of the property due to the violation.

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*If the Board determines a violation is a non-curable violation (hazardous to the health and safety of neighborhood residents) legal action may be initiated without prior notice, and an immediate fine up to \$1,000 may be imposed without prior notice.

Each violation will be considered a separate violation. Owners will be sent notice with each separate violation pursuant to the fining schedule referenced above.

All charges are secured by a continuing lien as set forth in the Declarations for the Association. Failure to pay any charges may result in judicial or nonjudicial proceedings by the Association pursuant to the Declarations.

The first letter is a courtesy letter sent via regular mail or by electronic mail.

The second letter will be sent via certified mail and will warn of a fine if the violation is not cured within thirty (30) days of the date of the letter.

The third letter with fine assessed will be sent via certified mail and will warn of another fine if the violation is not cured within thirty (30) days of the date of the letter. Owners, or their agents, dependents or guests, accused of any violation may refute the fines through a hearing with the Association Board, the Board's appointed representative, or the Association attorney.

The fourth letter with fine assessed will be sent via certified mail and will warn of another fine if the violation is not cured within thirty (30) days of the date of the letter. Owners, or their agents, dependents or guests, accused of any violation may refute the fines through a hearing with the Association Board, the Board's appointed representative, or the Association attorney.

Owners unable to correct the violation within the prescribed thirty (30) days may submit a plan for correction to the Board for consideration. All such submissions or responses, including updates on what is being done to correct the problem or any appeals to the violation, must be submitted in writing (letter, facsimile, or by email).

The procedures set forth above shall in no way preclude the Board from pursuing any other remedies available under the Association governing documents, or under applicable law or in equity, with regard to the enforcement of the Declarations, or other governing documents, such as restricting access and use of any recreational facilities within common areas, or maintaining a lawsuit to restrain or enjoin any breach of the provisions of the Declarations or other applicable rules.

2. APPEALS/HEARINGS

If an Owner receives a letter from the Association and disagrees with the violation notice or otherwise wishes to discuss the matter, the Owner may send a written request for a hearing directly to the Association via regular mail to the current management company, Paragon Management, or via electronic mail at copperbrookhoa@gmail.com. The Owner must send a written request for a hearing, either by email, written correspondence, or fax, within 30 days of receiving a violation letter from the Association.

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e-Filed & e-Recorded in the
Official Public Records of
HARRIS COUNTY
CHRIS HOLLINS
COUNTY CLERK
Fees \$26.00

RECORDERS MEMORANDUM

This instrument was received and recorded electronically and any blackouts, additions or changes were present at the time the instrument was filed and recorded.

Any provision herein which restricts the sale, rental, or use of the described real property because of color or race is invalid and unenforceable under federal law.

THE STATE OF TEXAS
COUNTY OF HARRIS

I hereby certify that this instrument was FILED in File Number Sequence on the date and at the time stamped hereon by me; and was duly RECORDED in the Official Public Records of Real Property of Harris County, Texas.



COUNTY CLERK
HARRIS COUNTY, TEXAS

COPY

UNOFFICIAL

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