

Enforcement and Due Process Policy

SPANISH GRANT CIVIC ASSOCIATION, SECS 1&2 LLC ("ASSOCIATION")

**UNANIMOUS CONSENT OF THE BOARD OF DIRECTORS
REGARDING THE ENFORCEMENT AND DUE PROCESS POLICY
AND PROCEDURES**

The undersigned, who are all of the Directors of the Association (the "Board"), a Texas non-profit organization, do hereby execute this Unanimous Consent to evidence their consent to the following actions, in accordance with and as permitted by Section 209.006 of the Texas Property Code, September 1, 2021, as amended ("Code"):

WHEREAS, Section 6.05 of the By-Laws of the Association ("By-Laws"), states that the Board "shall be the governing body of the corporation with full rights and authority to determine policy, outline, plan, manage, administer, and carry into execution all business, activities, and policies, to enter into and execute all necessary agreements, and instruments incident thereto, in the name of the corporation, and shall constitute the representatives of the corporation. In addition to the foregoing powers, the Board of Directors shall be authorized to institute, as well as settle or compromise, in the name of the corporation, any necessary legal proceedings to carry into effect the purposes and policies of the corporation or to enforce, or prevent violations of, the covenants or restrictions applicable to said Subdivision, and to employ legal counsel in connection with any of the foregoing;"

WHEREAS, the Board desires to adopt an Enforcement and Due Process Policy; and

WHEREAS, the undersigned Directors of the Association believe it is in the best interest of the Association to adopt the Policy attached hereto as **Exhibit A** ("Policy").

NOW, THEREFORE, BE IT:

RESOLVED, that the Board, acting on behalf of the Association, hereby adopts the Policy and establishes an effective date of March 1, 2022; and

BE IT FURTHER RESOLVED, that the Corporate Secretary of the Association is hereby instructed to file this Unanimous Consent in the Association's Minutes book (in the 2022 OneDrive directory).

[Signatures appear on the following page]

This Unanimous Consent may be executed in two or more counterparts and by facsimile or other electronic means, each of which shall be deemed an original, and all of which together shall constitute but one and the same instrument.

Effective Date: March 1, 2022

Association Directors:

Role

Date Executed:



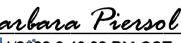

Signed:  <small>AuthentisIGN 2/21/2022 4:36:50 AM CST</small>	<u>President</u>	<u>02/21/2022</u>
Signed:  <small>AuthentisIGN 2/21/2022 4:17:12 PM CST</small>	<u>Secretary</u>	<u>02/21/2022</u>
Signed:  <small>AuthentisIGN 2/21/2022 3:40:32 PM CST</small>	<u>Treasurer</u>	<u>02/21/2022</u>
Signed:  <small>AuthentisIGN 2/21/2022 4:15:22 PM CST</small>	<u>Director</u>	<u>02/21/2022</u>

EXHIBIT A
“ENFORCEMENT AND DUE PROCESS POLICY”

Enforcement & Due Process Policy **Spanish Grant Civic Association, Sections 1&2 LLC**

1. **Establishment of a violation.** Any activity or condition continuing on any Lot that is in direct opposition to the plat, Declaration, Articles of Incorporation, By-Laws, rules and regulations and/or guidelines (referred to as "association's governing documents"), which is not expressly authorized by the Board, is deemed a "violation" under this enforcement policy for all purposes.

2. Notice of Violation.

a. Initial Notice. Upon verification of the existence of a violation by the Civic Association, an initial "courtesy" violation letter will be sent to the Lot Owner as written notice of the discovery of the violation ("initial Courtesy Notice"). The initial Courtesy Notice will inform the recipient as follows:

- i. The nature, description and location of the violation; and
- ii. A request to remedy the violation; and
- iii. Notice that if the violation has already been corrected, or plans and specifications for a subject improvement have been submitted to the Architectural Review Committee, to disregard the notice.

b. Second Notice of Violation. If the Lot Owner fails to remedy the violation or fails to submit plans and specifications for the offending improvement to the Architectural Review Committee, or if the Architectural Review Committee has denied approval of the plans and specifications submitted, and the violation is continuing, no earlier than two (2) weeks from the initial Courtesy Notice (unless specifically provided for in the Association's governing documents), the Civic Association shall send to the Lot Owner via email or certified mail a second Notice of Violation informing the recipient as follows:

- i. The nature, description and location of the violation and the failure of the Lot Owner to correct the violation, as previously requested; and
- ii. Notice that if the violation is corrected or eliminated within two (2) weeks from the delivery of the second Notice of Violation, no further action will be taken; and
- iii. If necessary, work on any improvement must cease immediately and may not resume without expressed written approval of the Architectural Review Committee; and
- iv. Failure to remedy or cease work on any subject improvement will result in the Association electing to pursue any one or more of the remedies available to the Association under the Declaration or this enforcement policy.

c. Failure to Remedy. Failure to (i) cease all work immediately upon receipt of the Second Notice of Violation, or (ii) remedy the current violation existing upon the lot within two (2) weeks of the date of the Second Notice of Violation (or sooner if specifically provided), shall constitute a continuing violation and result in one or more of the following: (a) a fine being levied by the Association against the Lot Owner, (b) correction of the offending improvement by the Association at the expense of the Lot Owner through a benefited assessment being levied against the Lot Owner, which may be recorded as a lien against the lot or (c) any other remedy under law or at equity, the Declaration or this enforcement policy, including but not limited to injunctive relief. The Civic Association shall send to the Lot Owner (via certified mail)

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a formal Notice of Fine informing the recipient of the continuing violation and the remedy chosen as a result thereof. The date of the Notice of Fine shall be the "notice of fine date."

d. Fine Structure. At the Board's discretion, pursuant to the provisions of Paragraph 2, an initial fine may be imposed at \$25 per day for the first month followed by fines imposed at the rate of \$50 per day until resolved, pursuant to the Association's fine schedule.

e. Hearing. Included in the Notice of Fine will be the opportunity for the Lot Owner to request and be granted a hearing by the Board (per Section 209.007 of the Texas Residential Property Owners Protection Act) prior to any fine or benefitted assessment being levied upon the Lot Owner. The Notice of Fine will allow the Lot Owner two (2) weeks to contact the Board, in writing, to request a hearing or issue a written dispute of the continuing violation. Should the Lot Owner fail to contact the Board within 2 weeks of the Notice of Fine date, that party will have waived its opportunity for said dispute to be heard before the Board of Directors. All cases that are up for Fine Review will be heard by the Board of Directors within 30 days of the request for hearing.

3. Corrective Action. Pursuant to allowances granted by the Declaration, where a violation is determined to exist and referred to the Board of Directors of the Association, pursuant to any provision of this enforcement policy, management, with the approval of the majority of the Board of Directors of the Association, may undertake to cause the violation to be corrected, removed or otherwise abated by qualified contractors, if the Civic Association, in its reasonable judgment, determines the violation may be readily corrected, removed or abated without undue expense and without breach of peace. Where the Board decides to initiate any action by qualified contractors, the following will apply:

- a) Civic Association must give the Lot Owner and any third-party directly affected by the proposed action, prior written notice (via certified mail) of undertaking of the action. The foregoing notice may be given at any time.
- b) Cost incurred in correcting or eliminating the violation will be referred to the Association to be recovered from the Lot Owner as an assessment as set forth in the Declaration.
- c) The Association, and its agents and contractors, will not be liable to the Lot Owner or any third-party for any damage or costs alleged to arise by virtue of action taken under this Paragraph 3 where the Association and its agents have acted reasonably and in conformity with this enforcement policy.

4. Referral to legal counsel. Where a violation is determined to exist and is referred to the Board of Directors of the Association pursuant to any of the provisions of this enforcement policy and where the Board deems it to be in the best interests of the Association, the Board may, at any time during the enforcement process, refer the violation to legal counsel for action seeking injunctive relief against the Lot Owner to

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correct or otherwise abate the violation, or to pursue any other legal or equitable remedy that may be available to the Association.

5. Notices.

- a) Any Notice required by this enforcement policy to be given, sent, delivered or received in writing will be deemed to have been given, sent, delivered or received, as the case may be, the earlier to occur of the following:
 - i. When the Notice is hand-delivered or posted at the property.
 - ii. The Initial Courtesy Notice and Second Notice may be submitted via email; subsequent Notices will be submitted via certified USPS mail.
 - iii. When the Notice is placed into the care and custody of the United States Postal Service, the Notice is deemed delivered as of the date the notice is deposited into a receptacle of the United States Postal Service with postage prepaid and addressed to the most recent address of the recipient, according to the records of the Association.

- b) Where the interests of an Owner in a Lot have been handled by a representative or agent of such Owner, or where Owner has otherwise acted so as to put the Association on notice that its interests in a Lot has been and is being handled by a representative or agent, any Notice or communication from the Association pursuant to this enforcement policy will be deemed full and effective for all purposes, if given to such representative or agent.

6. Cure of violation during enforcement. A Lot Owner may correct or eliminate a violation at any time during the pendency of any procedure prescribed by this enforcement policy. Upon verification by the Board that the violation has been corrected or eliminated, the violation will be deemed no longer to exist and the notice of violation voided. The Lot Owner will remain liable for all costs, fines and attorney fees and costs under this enforcement policy, which said amounts, if not paid upon demand thereof, will be referred to the Association for collection as an assessment pursuant to the Declaration. If a violation should reoccur during a six (6) month period, the violation shall continue on the violation process where the last notice was given.

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Fine Policy

When an Owner (including any family member, resident, occupant, visitor, guest, agent, licensee or tenant of the Owner) violates the provisions set forth in the Association's governing documents (i.e., plat map, CC&Rs, Articles of Incorporation, By-Laws, and/or rules and regulations), there shall be grounds for assessment of a monetary penalty/fines and the violating Owner shall be deemed responsible for such violation(s) and the fine assessed.

If the violation continues past default, a fine or penalty may be assessed against the Owner and will be made due and payable if the violation continues to exist. The penalty shall be considered a personal liability of the Owner. The following schedule is the time frame an Owner has to cure his/her/their/its violation before the Association may reassess the status of the violation:

a. Scheduled Time for Correction

VIOLATION TIME TO CURE BEFORE VIOLATION IS REASSESSED FINE AMOUNT

1. Initial Courtesy Notice of Violation Two (2) weeks* Courtesy – No fine*
2. Second Notice of Violation Two (2) weeks* No fine*
3. Notice of Fine Two (2) weeks* \$25.00 per day*
4. Subsequent Notice of Violation & Fine, which may be assessed without further notice until the violation is cured. Two (2) weeks* \$50.00 per day*

* The Association, through its Board of Directors, reserves its right to alter time line and fine amount under circumstances that it determines are just in the Board's sole discretion.

* The Association reserves its right to refer any violation to its legal counsel at any time.

Collection: Fines and penalties that are levied as stated above may be assessed against an Owner and may become due and payable within 30 days after the fine is assessed after providing the Owner with Notice and an opportunity to be heard. Failure to pay the fines and penalties may result in the following collection procedure:

- 1) Interest accruing on the total balance owed at the rate of ten (10%) percent per annum;
- 2) After the initial 30 days, a Demand Letter sent to the Owner via certified U.S. Mail or personally delivered to the Owner. The Owner will be provided 10 days in which to respond. The Owner will be charged for the cost of this letter. If the Owner fails to bring his balance current within the 10 days prescribed in the Demand Letter, the Association may place the Owner in Collections, and the Association may proceed with the legal remedies available to it.

Any and all costs associated with the collection of the past due fines and penalties, costs, attorney's fees and other charges will be assessed against the Owner's lot. Legal counsel may initiate action seeking injunctive relief against the Lot Owner to correct or otherwise abate the violation, or to pursue any other legal or equitable remedy that may be available to the Association (ie, Small Claims Court), including, but not limited to the collection of the past due fines assessed and other charges and attorney fees incurred.