

September 26, 2019

Dear Resident,

Enclosed, please find the Grand Lakes Community Improvement Association Fine Policy that was approved in the August 26, 2019 Open Session Meeting and will go into effect **November 1, 2019**.

While most homeowners are quick to respond in taking the appropriate corrective action to resolve the issue when they are contacted, there are other instances in which the HOA has sent numerous letters to residents requesting the violation be corrected and there isn't any response or corrective action taken. Due to the non-responsiveness, the Board of Directors has discussed that by sending continual request letters to correct the violation to non-responsive homeowners, it is apparent the violation will not get resolved in a timely manner or at times at all; therefore, more stringent steps are required.

The Grand Lakes Community Improvement Association has the authority to levy fines as recorded in the Office of Public records of Real Property in Fort Bend County Texas in 2019. Each homeowner should have received a copy of the deed restrictions from the Title Company when you purchased your property. If you do not have a copy of the Association's deed restrictions, you can obtain an electronic copy from TownSQ or <http://www.grandlakeslife.com>.

If you have any questions regarding this matter, please contact your Community Manager by email at [jmosley@pmghouston.com](mailto:jmosley@pmghouston.com) at (713) 329-7134.

Regards,

Ja'Lisa Mosley  
Community Manager  
On Behalf of Grand Lakes Board of Directors



**NOTICE OF DEDICATORY INSTRUMENTS**  
*for*  
**GRAND LAKES COMMUNITY ASSOCIATION, INC.**

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THE STATE OF TEXAS     §  
  §  
COUNTY OF FORT BEND   §

The undersigned, being the authorized agent of Grand Lakes Community Association, Inc. ("Association"), a property owners' association as defined in Section 202.001 of the Texas Property Code hereby certifies as follows:

1.     Property: The Property to which the Notice applies is described as follows:
  - a.     Property described by metes and bounds in Exhibit "A" attached to that certain document described below under Paragraphs 2.a.(1) and 2.a.(b) (which said Exhibit "A" is incorporated herein by reference).
  
2.     Restrictive Covenants: The description of the documents imposing restrictive covenants on the Property, the amendments to such documents, and the recording information for such documents are as follows:
  - a.     Documents:
    - (1)    Declaration of Covenants, Conditions and Restrictions for Grand Lakes.
  
  - b.     Recording Information:
    - (1)    Fort Bend County Clerk's File No. 9757011.
  
3.     Other Dedicatory Instruments: In addition to the Restrictive Covenants identified in Paragraph 2 above, the following documents are Dedicatory Instruments governing the Association which were previously recorded in the Official Public Records of Real Property of Fort Bend County, Texas:
  - a.     Document:
    - (1)    Grand Lakes Community Association, Inc. Director's Certificate [Third Amended and Restated Bylaws].
    - (2)    First Amendment to Third Amended and Restated By-Laws of Grand Lakes Community Association, Inc.
    - (3)    Second Amendment to Third Amended and Restated By-Laws of Grand Lakes Community Association, Inc.

- (4) Third Amendment to Third Amended and Restated By-Laws of Grand Lakes Community Association, Inc.
- (5) Certificate of Adoption of Records Production and Copying Policy of Grand Lakes Community Association, Inc.
- (6) Certificate of Adoption of Document Retention Policy of Grand Lakes Community Association, Inc.
- (7) Certificate of Adoption of Priority of Payments and Alternative Payment Schedule Guidelines of Grand Lakes Community Association, Inc.
- (8) Certificate of Adoption of United States, State of Texas and United States Armed Forces Flag Display Guidelines of Grand Lakes Community Association, Inc.
- (9) Certificate of Adoption of Solar Energy Devices Guidelines of Grand Lakes Community Association, Inc.
- (10) Certificate of Adoption of Rainwater Harvesting System Guidelines of Grand Lakes Community Association, Inc.
- (11) Certificate of Adoption of Shingle Criteria of Grand Lakes Community Association, Inc.

b. Recording Information:

- (1) Fort Bend County Clerk's File No. 2007152443.
- (2) Fort Bend County Clerk's File No. 2009060182.
- (3) Fort Bend County Clerk's File No. 2010093617.
- (4) Fort Bend County Clerk's File No. 2010093618.
- (5) Fort Bend County Clerk's File No. 2012015855.
- (6) Fort Bend County Clerk's File No. 2012015856.
- (7) Fort Bend County Clerk's File No. 2012015854.
- (8) Fort Bend County Clerk's File No. 2012015857.
- (9) Fort Bend County Clerk's File No. 2012015858.
- (10) Fort Bend County Clerk's File No. 2012015859.
- (11) Fort Bend County Clerk's File No. 2012015860.

4. Dedictory Instruments: In addition to the Dedictory Instruments identified in Paragraph 3 above, the following document is a Dedictory Instrument governing the Association:

- a. Governing Documents Enforcement and Fine Policy for Grand Lakes Community Association, Inc.

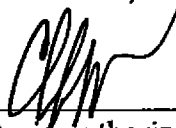
A true and correct copy of such Dedictory Instrument is attached to this Notice.

This Notice is being recorded in the Official Public Records of Real Property of Fort Bend County, Texas for the purpose of complying with Section 202.006 of the Texas Property Code. I hereby certify that the information set forth in this Notice is true and correct and that the copy of the Dedictory Instrument attached to this Notice is a true and correct copy of the original.

Executed on this 11<sup>th</sup> day of September, 2019.

**GRAND LAKES COMMUNITY  
ASSOCIATION, INC.**

By:



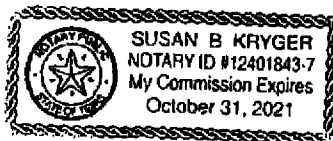
Cliff Davis, authorized representative

THE STATE OF TEXAS     §  
  §  
COUNTY OF HARRIS     §

BEFORE ME, the undersigned notary public, on this 11<sup>th</sup> day of September, 2019 personally appeared Cliff Davis, authorized representative of Grand Lakes Community Association, Inc., 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 in the capacity therein expressed.



Notary Public in and for the State of Texas



GOVERNING DOCUMENTS ENFORCEMENT AND FINE POLICY  
for  
GRAND LAKES COMMUNITY ASSOCIATION, INC.

THE STATE OF TEXAS       §  
  §  
COUNTY OF FORT BEND   §

I, Lijuan Wang, Secretary of Grand Lakes Community Association, Inc. (the "Association"), certify that at a meeting of the Board of Directors of the Association (the "Board") duly called and held on the 26 day of August, 2019, with at least a quorum of the Board members being present and remaining throughout, and being duly authorized to transact business, the following Governing Documents Enforcement and Fine Policy ("Policy") was approved by not less than a majority of the Board members in attendance.

**RECITALS:**

1. Article II, Section 9, of the Declaration authorizes the Association to enforce all covenants, conditions and restrictions set forth in the Declaration.
2. Article X, Section 3, of the Declaration also authorizes the Association to levy fines against an Owner for violations of the Governing Documents, subject to compliance with notice requirements imposed by law.
3. Section 209.006 of the Texas Property Code sets forth notice requirements prior to the commencement of enforcement action, including the imposition of fines.
4. The Board of Directors desires to adopt a policy relating to the enforcement of the Declaration and the other Governing Documents of the Association consistent with Section 209.006 of the Texas Property Code.
5. This Policy supersedes and replaces any previously recorded fine and enforcement policy.

**WITNESSETH:**

It is the policy of the Association to enforce its Governing Documents (as defined herein) as provided below.

**Section 1. Definitions.**

Capitalized terms used in this Policy have the following meanings:

- 1.1. **Declaration** – The Declaration of Covenants, Conditions and Restrictions for Grand Lakes recorded in the Official Public Records of Real Property of Fort Bend County, Texas under Clerk’s File No. 9757011, as amended and supplemented.

- 1.2. **Governing Documents** - Each document governing the establishment, maintenance or operation of the properties within the Community, as more particularly defined in Section 202.001(1) of the Texas Property Code.

Other capitalized terms used in this Policy, but not defined herein, have the same meanings as that ascribed to them in the Declaration.

**Section 2. Types of Violations.** Section 209.006 of the Texas Property Code refers to curable violations, uncurable violations, and violations which are considered a threat to public health or safety. The types of violations are addressed below.

2.1. **Curable Violations** - By way of example and not in limitation, the Texas Property Code lists the following as examples of curable violations:

- a. a parking violation;
- b. a maintenance violation;
- c. the failure to construct improvements or modifications in accordance with approved plans and specifications; and
- d. an ongoing noise violation such as a barking dog.

2.2. **Uncurable Violation** - A violation that has occurred but is not a continuous action or a condition capable of being remedied by affirmative action. By way of example and not in limitation, the Texas Property Code lists the following as examples of uncurable violations:

- a. an act constituting a threat to health or safety;
- b. discharging fireworks;
- c. a noise violation that is not ongoing; and
- d. holding a garage sale or other event prohibited by the Governing Documents.

2.3. **Violation that is a Threat to Public Health or Safety** - Per the Texas Property Code, a violation that could materially affect the physical health or safety of an ordinary resident.

As provided in this Policy, there are two (2) enforcement procedures to be followed depending upon whether the violation is curable *and* does not pose a threat to public health or safety or whether the violation is uncurable *and/or* poses a threat to public health or safety. If there is reasonable uncertainty as to whether a violation is curable or uncurable or a threat to public health or safety, the Board has the authority to make the determination and, therefore, to decide which enforcement procedure will be followed. Provided that, this Policy will not be construed to impose an obligation on the Board to pursue enforcement action with respect to a violation or alleged violation if the Board, in its reasonable good faith judgment, decides that enforcement action is not warranted or necessary.

**Section 3. Enforcement - Curable Violations That Do Not Pose a Threat to Public Health or Safety.** If a violation is curable and does not pose a threat to public health or safety, the Owner will be given a reasonable period to cure the violation, as provided below. The time period given to an Owner may vary depending upon the violation and the difficulty involved or the effort required to cure the violation. The Board of Directors may, but is not obligated to, consider any special circumstance relating to the violation and the cost to cure the violation. The enforcement procedure for this type of violation is as follows:

3.1. **Courtesy Letter (Optional)** – Upon verification of a violation, a courtesy letter may be sent to the Owner describing the violation and requesting that the Owner cure the violation within a stated time period. The Association is not required to send a courtesy letter.

3.2. **Violation Letter (Optional)** – After the expiration of the time set forth in the courtesy letter, if a courtesy letter is sent, or as the initial notice, a violation letter may be sent to the Owner. Depending on the severity of the violation and/or the history of prior violations on the Owner's Lot, the violation letter may be the first letter sent to the Owner. The Association is not required to send a violation letter. If sent, the violation letter will include:

- a. a description of the violation;
- b. the action required to correct the violation;
- c. the time by which the violation must be corrected; and
- d. notice that if the violation is not corrected within the time provided or if there is a subsequent violation of the same restriction, a fine may be imposed or other enforcement action may be initiated.

3.3. **Demand Letter** – Either upon initial verification of a violation, or after the expiration of the time period stated in the courtesy letter and/or violation letter, if sent, a demand letter may be sent to the Owner. The demand letter must be sent by certified mail or by any method of mailing for which evidence of mailing is provided by the United States Postal Service or a common carrier. The demand letter must be sent to the Owner's last known address as shown in the records of the Association, as well as by any other method that the Board determines will cause the demand letter to be received by the Owner. Depending on the severity of the violation and/or the history of prior violations on the Owner's Lot, the demand letter may be the first letter sent (rather than a courtesy letter and/or a violation letter), as determined by the Board in its sole discretion.

3.4. **Content of the Demand Letter** – The demand letter will include the following:

- a. a description of the violation that is the basis for the enforcement action, suspension action, charge, or fine and any amount due the Association;
- b. notice that the Owner is entitled to a reasonable period to cure the violation and avoid the enforcement action, suspension, charge or fine;

- c. a specific date, which must be a reasonable period given the nature of the violation, by which the Owner must cure the violation. If the Owner cures the violation before the date specified, a fine may not be assessed for the violation;
- d. a notice that the Owner may request a hearing before the Board of Directors, such request to be made in writing on or before the 30<sup>th</sup> day after the date the notice was mailed to the Owner; and
- e. notice that the Owner may have special rights or relief related to the enforcement action under federal law, including the Servicemembers Civil Relief Act (50 U.S.C. App. Section 501 *et seq.*), if the Owner is serving on active military duty.

3.5. **Hearing Requested** – If a hearing is properly requested by the Owner, the hearing will be held not later than the 30<sup>th</sup> day after the date the Association receives the Owner’s written request for a hearing. Notification of the date, time and place of the hearing will be sent not later than the 10<sup>th</sup> day before the hearing. If a postponement of the hearing is requested by either the Association or the Owner, a postponement must be granted for a period of not more than ten (10) days. Any additional postponement may be granted by agreement of the parties.

3.6. **Hearing Not Requested** – If a hearing is not properly requested by the Owner, the violation must be cured within the time frame set forth in the demand letter. Fines, suspension of the right to use the Common Properties, and other remedies available to the Association may be implemented after the expiration of the thirty (30) day time frame provided to the Owner to request a hearing.

3.7. **Remedies** – The Owner is liable for, and the Association may collect reimbursement of, reasonable attorney’s fees and other reasonable costs incurred by the Association after the conclusion of a hearing, or, if a hearing is not requested, after the date by which the Owner must request a hearing. Additionally, the Association may, but is not obligated to, exercise any self help remedies set forth in the Declaration. Further, the right to use the Common Properties may be suspended.

In addition to charging fines, as provided in Section 6, the Association reserves the right under the Governing Documents and under Texas law to file a suit for the recovery of damages and/or injunctive relief.

A notice of violation may also be recorded in the real property records if the violation is not cured within the specified time frame.

**Section 4. Enforcement – Uncurable Violations and/or Violations that Pose a Threat to Public Health or Safety.** Upon initial verification of an uncurable violation and/or threat to public health or safety, a demand letter may be sent to the Owner. The demand letter must be sent by certified mail or by any method of mailing for which evidence of mailing is provided by the United States Postal Service or a common carrier. The demand letter must be sent to the Owner’s last known address as shown in the Association’s records, as well as by any other method that the Board determines will cause the demand letter to be received by the Owner.



4.1. **Content of the Demand Letter** – The demand letter will include the following:

- a. a description of the violation that is the basis for the enforcement action, suspension action, charge, or fine and any amount due the Association;
- b. notice that the Owner may request a hearing before the Board of Directors, such request to be made in writing on or before the 30<sup>th</sup> day after the date the notice was mailed to the Owner; and
- c. notice that Owner may have special rights or relief related to the enforcement action under federal law, including the Servicemembers Civil Relief Act (50 U.S.C. App. Section 501 et seq.), if the Owner is serving on active military duty.

4.2. **Hearing Requested** – If a hearing is properly requested by the Owner, the hearing must be held not later than the 30<sup>th</sup> day after the date the Association receives the Owner's written request for a hearing. Notification of the date, time and place of the hearing will be sent not later than the 10<sup>th</sup> day before the hearing. If a postponement of the hearing is requested by either the Association or the Owner, a postponement must be granted for a period of not more than ten (10) days. Any additional postponement may be granted by agreement of the parties.

4.3. **Remedies** – Regardless of whether the Owner requests a hearing, fines, suspension of the right to use the Common Properties, and other remedies available to the Association may be implemented after mailing the demand letter. The Owner is liable for, and the Association may collect reimbursement of, reasonable attorneys' fees and other reasonable costs incurred by the Association. Additionally, the Association may, but is not obligated to, exercise any self help remedies set forth in the Declaration. Further, the right to use the Common Properties may be suspended.

In addition to charging fines, the Association reserves the right under the Governing Documents and under Texas law, to file a suit for the recovery of damages and/or injunctive relief.

A notice of violation may also be recorded in the real property records should the violation not be cured within the specified time frame.

**Section 5. Subsequent Violation.** If an Owner has been given notice in accordance with Section 3 or Section 4 of this Policy in the preceding six (6) month period, notice is not required for the recurrence of the same or a similar violation. The Association may impose fines or suspend the Owner's right to use the Common Properties without first sending another demand for compliance.

**Section 6. Fines.** Subject to the notice provisions set forth in Section 3 or Section 4 of this Policy, as applicable, the Association may impose reasonable monetary fines against an Owner in accordance with the below schedule until the violation is cured if of a curable nature. The Board of Directors of the Association may adopt and modify from time to time a schedule of fines for various

types of violations. Any fine levied by the Association is secured by the lien established in Article III of the Declaration. A fine is also the personal obligation of the Owner.

<b>Notice</b>	<b>Fine Amount</b>
Courtesy Letter (if sent)	None
Violation Letter (if sent)	None
1 <sup>st</sup> Notice of Fine Letter (Demand Letter)	\$50.00
2 <sup>nd</sup> Notice of Fine Letter	\$100.00
3 <sup>rd</sup> Notice of Fine Letter	\$200.00
Subsequent Notice of Fine Letters	\$200.00
Fine Letter for Uncurable Violations	\$200.00
Fine Letter for failure to submit Architectural Committee Application for new construction	\$1,000.00
Fine Letter for failure to submit Architectural Committee Application for modification to existing improvements	\$500.00
Fine Letter for failure to submit Architectural Committee Application for modification to roofs	\$1,000.00

*[The remainder of this page was intentionally left blank.]*

I hereby certify that I am the duly elected and acting Secretary of the Association and that this Policy was approved by not less than a majority vote of the Board of Directors as set forth above and now appears in the books and records of the Association, to be effective upon recording in the Official Public Records of Real Property of Fort Bend County, Texas.

TO CERTIFY which witness my hand this 26 day of August, 2019.

GRAND LAKES COMMUNITY ASSOCIATION, INC.

By: *[Signature]*

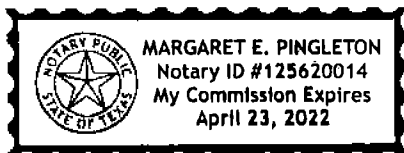
Printed: Lijuan Wang

Its: Secretary

THE STATE OF TEXAS §

COUNTY OF Fort Bend §

BEFORE ME, the undersigned notary public, on this 26 day of August, 2019 personally appeared Lijuan Wang, Secretary of Grand Lakes Community Association, Inc., known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that s/he executed the same for the purpose and in the capacity therein expressed.



*[Signature]*  
Notary Public in and for the State of Texas