



University Park Patio Homes Owners Association

C/O Houston Community Management Services

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Houston, Texas 77058

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www.ourparkbench.com

May, 2011

Dear Home Owner,

The Board of Directors has developed a policy for assessing fines for homeowners with excessive or lengthy violations of deed restrictions, architectural guidelines and/or published rules and regulations. The Board authorization for assessment of fines is contained in paragraph 3.6 of the *Declaration of Covenants, Conditions, Restrictions and Easements of University Park Patio Homes* (the DCCR's). Fines must be published in advance in the Association Rules and Regulations. For that purpose, this letter serves as an addendum to the Rules and Regulations.

Please note that at this time, **there are no pending cases in which the Board is currently considering assessing a fine.** The Board has established and published this policy prior to taking any such necessary action so that it will not present the appearance of an arbitrary action against any individual homeowner. The policy is as follows:

If a homeowner is in violation of the DCCR's, architectural guidelines and/or rules and regulations, the Board shall notify the homeowner in writing. If the non-compliant condition is not remedied within 30 days of the date of the letter, the Board shall notify the homeowner with a second written notice. If, after 30 days from the date of the second letter, the non-compliant condition has not been corrected, the Board shall notify the homeowner with a third written notice. If, after a period of 30 days from the date of the third letter, the non-compliant condition has not been corrected, the Board may, at its discretion, levy a fine not to exceed \$25 on the homeowner, and additional monthly \$25 fines until the non-compliant condition is corrected and approved by the Board.

The Board continues to have the right to litigate long term non-compliances, including the placement of liens against a property. The intent of assessing these fines is not to generate revenue, but to motivate homeowners to correct violations in a timely manner.

If you have any questions or concerns, please contact Debbie Newnam, our property manager, at the above phone number.

Sincerely,

Susie Hebert
President,
University Park Patio Homes