

POLICY AND PROCEDURE

Enforcement of Compliance to Governing Documents and Financial Obligations

Purpose: To provide the Board of Directors with a described procedure for handling violations of community policies, bylaws, covenants, restrictions, and overdue financial obligations.

1. Community Policies, Covenants and Restrictions:

The Oaks at Wildwood Governing Documents include the Declarations, Bylaws, and Community Policies and Guidelines. These documents identify the responsibilities of the Homeowners Association (HOA) and each Owner as those responsibilities relate to individual Units, Limited Common Elements, Common Elements, and common expenses. Violations of these documents will be identified and managed in the following way:

- a. The community is encouraged to be self-regulating by being aware of the rules and abiding by them voluntarily. Owners are encouraged to take responsibility if they see a violation by courteously bringing it up to the offender then notifying any member of the Board of Directors of their action, including name, date, and violation. At any time, a formal complaint of violation may be made by any homeowner in writing to the Board of Directors or to the property management company.
- b. First (1st) notice of violation will be the oral notice from any homeowner or the Board of Directors. Second (2nd) notice will be a written notice from the property manager delivered by certified mail, copied to BOD, and giving a corrective action period of 10 days. If the violation is not corrected after the 2nd notice, the Board of Directors will direct the property manager to send a Notice of Fine Imposition to the offender by certified letter.
- c. The fine is a daily fine of \$25.00 accumulative from the first day following the corrective action period.
- d. If the violation remains uncorrected and the fines not paid after 30 days, the Board of Directors will file a lien against the property. The lien will be prepared by an attorney and filed with Williamson County. (The Association may not foreclose a lien consisting entirely of fines. (Declarations, Sec 5, (e))

2. Unpaid Financial Obligations:

Owners are required to pay Association assessments in full on or before the due date identified in the billing invoice from the property manager. Assessments are not subject to setoffs, offsets,

counterclaims, or cross claims that the Association has failed to provide a service. Owners may not escape liability for payment of assessments by non-use of Common Elements. (Declarations Art XV, Sec 5, (h) and (i) There are two kinds of assessments:

Operating assessments (monthly HOA dues) are prorated among all Units on the basis of undivided interest of each Unit in the Common Elements and common expenses. This assessment pays for the cost of maintenance and repair of the Common Elements, insurance premiums, common utility services, administrative costs of the Association, amounts needed to maintain a working capital reserve, and amounts needed to establish or augment an existing reserve for the cost of unexpected repair or replacement of Common Elements. Operating assessments are payable in advance. (Declarations, Art XV, Sec 3 (a))

Special Assessments may be levied on all Owners by the Board of Directors for capital improvements or on an individual Owner to reimburse the Association for costs incurred in connection with that Unit. These Assessments are due and payable on such date as the Board determines and gives written notice to subject Owners. (Declarations Art XV, Sec 3 (b) and (c))

- a) Owners not paying any assessment within 15 days of the date payable will be subject to the following without notice or demand:
 - 1) Acceleration of the full unpaid balance of the annual assessment; or
 - 2) Interest of 8% on the outstanding amount as well as on the unpaid balance; or
 - 3) Late fees and costs, including attorney fees if appropriate.
 - 4) Any combination of the above deemed appropriate by the Board of Directors.
- b) Owners not paying any assessment for 15 more days (minimum total 30 days) after due date will be subject to a certificate of lien for the unpaid balance, including all future installments, late fees, collection costs, attorney and court costs. The certificate of lien will be prepared by an attorney and filed with Williamson County.
- c) After three (3) months, on action of the Board of Directors, the Owner will be subject to expedited judicial foreclosure for unpaid assessments.

3. References:

Oaks at Wildwood Declarations executed October 4, 2011.
Chapter 82 Texas Property Code, 1994 and 2011.

Ⓢ After recording returns:
Alliance Management
115 Wild Basin Rd #308
Austin, TX 78746

This procedure adopted by Oaks at Wildwood Board of Directors on 5-26-2011

Carol Petty, President



Christine Gamache
11/7/2014

ACKNOWLEDGEMENT

THE STATE OF TEXAS

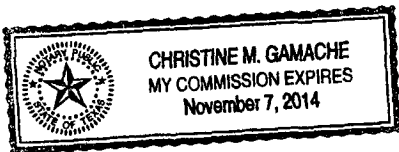
COUNTY OF WILLIAMSON

BEFORE ME, THE UNDERSIGNED AUTHORITY, on this day personally appeared

CAROL PETTY

known to me to be the person whose name is/are subscribed to the forgoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the 26 day of MARCH, 2012



Christine Gamache
Notary Public

FILED AND RECORDED
OFFICIAL PUBLIC RECORDS 2012053881

Nancy E. Rister

07/11/2012 02:23 PM

CPHELPS \$24.00

NANCY E. RISTER, COUNTY CLERK
WILLIAMSON COUNTY, TEXAS

② Alliance Association Management
115 Wild Basin Rd
Suite 308
Austin, Tx 78746