

**SUPPLEMENTAL MEMORANDUM OF FINING POLICY
FOR
THE HOMEOWNERS ASSOCIATION OF
POST OAK FOREST, INC.**

STATE OF TEXAS §
 §
COUNTY OF BRAZOS §

The undersigned, as president of the Homeowner's Association of Post Oak Forest Inc., for the purpose of complying with Section 202.006 of the Texas Property Code and to provide public notice of the following dedicator instrument affecting the owners of property described on Exhibit B attached hereto, hereby states that the dedicatory instrument attached hereto is a true and correct copy of the following:

- ***Fining Policy for the Homeowners Association of
Post Oak Forest, Inc. (Exhibit A)***

All persons or entities holding an interest in and to any portion of property described on Exhibit B attached hereto are subject to the foregoing dedicatory instrument.

IN WITNESS WHEREOF, Homeowner's Association of Post Oak Forest Inc. has caused this Supplemental Memorandum of Recording of Dedicatory Instruments to be filed with the office of the Brazos County Clerk, and serves to supplement the Declarations of Covenants, Conditions and Restrictions for Homeowners Association of Post Oak Forest Inc. filed on April 24, 2009 and Amendment #1 filed on January 19, 2023.

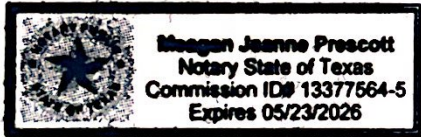
HOMEOWNER'S ASSOCIATION OF
POST OAK FOREST, INC.

By: Stacy M. Light
Its: President

STATE OF TEXAS §
 §
COUNTY OF BRAZOS §

BEFORE ME, the undersigned Notary Public, on this day personally appeared Stacy M. Light, President Homeowner's Association of Post Oak Forest, Inc., known to me to be the person whose name is subscribed on the foregoing instrument and acknowledged to me that they executed the same for the purposes therein expressed and, in the capacity, therein stated.

GIVEN UNDER MY HAND AND AFFIRMED SEAL OF OFFICE on this
14th day of April, 2023.



Megan Jeanne Prescott
Notary Public, State of Texas

Exhibit A

**FINING POLICY FOR
THE HOMEOWNER'S ASSOCIATION OF
POST OAK FOREST INC.**

**STATE OF TEXAS §
 §
COUNTY OF BRAZOS §**

WHEREAS, the Board of Directors of the Homeowner's Association of Post Oak Forest, Inc. ("*Board*") is the entity responsible for the operation of the Homeowner's Association of Post Oak Forest, Inc. ("*Association*"), pursuant to and in accordance with that certain Declaration of Covenants, Conditions and Restrictions ("*Covenants*") for Homeowner's Association of Post Oak Forest, Inc.

WHEREAS, the Declaration affects certain parcels or tracts of real property in the City of College Station, Brazos County, State of Texas ("*Properties*"); and

WHEREAS, pursuant to express authority set forth in Article X, Section 1 of the Covenants as amended in Amendment #1, the Association, acting by and through the Board, has the authority to enforce the provisions of the Covenants, the power to promulgate and enforce the provisions of the Covenants, including establishing and imposing reasonable monetary fines or penalties for the violation of the Association's dedicatory instruments, including, but not limited to, the Covenants, the Bylaws, rules and regulations, policies, resolutions, or design/architectural guidelines (collectively, the "*Governing Documents*"); and

WHEREAS, the Board has authority pursuant to the Covenants and the Bylaws to determine in its reasonable discretion, the manner in which violations of the Governing Documents are to be remedied; and

WHEREAS, the Board has and does hereby find the need to establish rules, regulations, and procedures for the enforcement of the restrictions contained in the Governing Documents and for the elimination of violations which may be found to exist within the Properties.

NOW THEREFORE, IT IS RESOLVED that the following rules, regulations and procedures relative to the operation of the association are hereby established for the enforcement of violations of the Governing Documents and for the elimination of such violations found to exist in, on or about the Properties (hereinafter referred to as the "*Fining Policy*").

1. **Establishment of a Violation.**

a. **Failure to Obtain Prior Approval.** Any additions, improvements, modifications, and/or repairs of any kind or nature erected, placed or altered on any Lot which (i) requires the prior approval of the improvement by the Architectural Control Committee (the "ACC" as defined in the Declaration) and (ii) has not been first approved by the ACC is deemed a "Violation" under this Enforcement Policy for all purposes.

b. **Failure to Abide by the Governing Documents.**

(i) Any violation of the Governing Documents or noncompliance of a deed restriction covenant is deemed a "Violation" under this Enforcement Policy for all purposes.

(ii) Any construction, alteration or modification to any improvement on a Lot which does not in all respects conform to that which has been so approved or any activity or condition allowed to continue or exist on any Lot that is in direct violation of the Governing Documents is also deemed a "Violation" under this Enforcement Policy for all purposes.

c. **Common Violations.** Exemplar violations are outlined in Exhibit 1 titled "Common Violations". This is not an exhaustive list of violations.

2. **Notification.**

a. **Initial Notice (Courtesy Notice).** Upon verification of the existence of a Violation by the Association or management company representative ("*Management*") of the Association, the Association may send to the Owner a written notice of the existence of the Violation ("*Initial/Courtesy Notice*"). The Initial/Courtesy Notice will generally inform the Owner of the following:

- (i) The nature, description, and location of the Violation; and
- (ii) What needs to be done to cure the Violation, and provide notice that the Violation must be cured within fourteen (14) days¹ of the date of the Initial/Courtesy Notice to avoid further enforcement measures; and
- (iii) A statement that if the Violation has already been cured, remedied, corrected or plans and specifications for the subject improvement have been submitted to the ACC, to disregard the notice.

The Association may, but is under no obligation, send one (1) or more Initial/Courtesy Notice(s).

¹ For purposes of this Enforcement Policy, the term "days" shall mean calendar days.

b. Notice of Violation. If the Owner has (i) failed to submit plans and specifications for the offending improvement or modification to the ACC, or the ACC has denied the approval of plans and specifications initially submitted, and/or (ii) the Violation is continuing, then no earlier than fourteen (14) days from the date of the Initial Notice, the Association shall send to the Owner written notice ("*Notice of Violation*") informing the Owner of the following:

- (i) The nature, description, and location of the Violation and notification that if the Violation is corrected or eliminated by a specific date (not number of days), no further action will be taken; and
- (ii) Notification that if the Violation is not corrected or eliminated by the date specified in 2(b)(i), any attorneys' fees incurred by the Association in eliminating or abating the Violation, and any violation fines imposed as determined by the Board, shall be charged to the Owner's account; and
- (iii) Notification of the proposed sanction to be imposed and amount due the Association, if any, and a brief description of what needs to be done to cure the Violation; and
- (iv) If necessary, work on any improvement not designed to cure the Violation must cease immediately and may not resume without the prior written approval of the ACC; and
- (v) Failure to remedy the Violation or cease work on any unauthorized improvement will result in the Association electing to pursue any one or more of the remedies available to the Association under the Governing Documents or this Enforcement Policy; and
- (vi) In the event the violation is deemed to be an incurable violation or violation posing a threat to health or safety, the Association is not required by law to provide an opportunity to cure and may impose an immediate fine. The following are examples of acts considered incurable: (1) shooting fireworks; (2) an act constituting a threat to health or safety; (3) a noise violation that is not ongoing; (4) property damage, including the removal or alteration of landscape; and (5) holding a garage sale or other event prohibited by a dedicatory instrument; and
- (vii) His/her right to assert and protect his/her rights as a member of the Armed Forces of the United States. The protected individual or family member shall send written notice of the active duty military service to the sender of the Notice of Violation immediately; and
- (viii) **The Notice of Violation shall be sent to the Owner by certified mail, return receipt requested, and first class U.S. mail, and shall advise the Owner that he or she has the right to make a written request for a**

hearing on or before the thirtieth (30th) day after the Notice of Violation is mailed, *i.e.*, 33 days after the date of the Notice of Violation. The hearing, if one is requested in a timely manner, will be held before the Board.

c. **Failure to Remedy and Notice of Fine.** Failure to either (i) submit complete plans and specifications showing that the Violation will be remedied, (ii) cease all non-remedial work immediately upon receipt of the Notice of Violation, and/or (iii) remedy the current Violation existing upon the Lot within fourteen (14) days of the date of the Notice of Violation, shall constitute a continuing Violation and result in one or more of the following: (a) the imposition of violation fines as determined by the Board against the Owner, (b) the suspension of the right to enter upon and/or use any recreational facilities within the Common Area(s), and/or (c) the pursuit of any other remedy available at law or in equity, under the Governing Documents or this Enforcement Policy including, but without limitation, the recording in the County Clerk's office, of a Notice that the Lot in question is in violation of restrictive covenants or an action for injunctive relief and civil damages. The Association may send, but is under no obligation, notice to the Owner in the form of a formal written notice of fine ("*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.** Unless otherwise provided herein, any single fine imposed pursuant to the provisions of this Enforcement Policy may not exceed \$500.00 as determined by the Board. An Initial Fine of not less than \$50.00 may be imposed for failure to remedy or cure the violation. In the event the Owner fails to respond or comply by remedying or curing the violation within fourteen (14) days after the Initial Fine, additional fines may be imposed as follows:

Curable Violations	
Initial Fine	\$50.00
Second Fine	\$100.00
Third Fine	\$200.00
Fourth and Subsequent Fines	\$400.00
Unapproved ACC Modifications and Uncurable Violations and Violations Which Pose a Threat to Public Health or Safety	
Initial Fine	\$100.00
Second Fine	\$200.00
Third Fine	\$400.00
Fourth and Subsequent Fines	\$500.00

The frequency of fines are to be imposed every fourteen (14) days that the Violation continues to exist. There shall be no limit to the aggregate amount of fines that may be imposed for the same Violation. The Owner may be notified by the Association in writing

of the amount of fines accrued to Owner's account. The Board may modify, from time to time, the schedule of fines.

3. **Right to a Hearing Before the Board of Directors.** If the Association receives a written request for a hearing on or before the thirtieth (30th) day after the date of the Notice of Violation, the Board shall hold a hearing not later than the thirtieth (30th) day after the date the Association received the written request for a hearing. The Association shall notify the Owner of the date, time and place of the hearing not later than the tenth (10th) day before the date of the hearing. The Board or the Owner may request a postponement and, if requested, a postponement shall be granted for a period of not more than ten (10) days. Additional postponements may only be granted by agreement of the parties. The Owner's presence is not required to hold a hearing under this paragraph. The Association or Owner may make an audio recording of the hearing.

Not later than ten (10) days before the Board holds a hearing, the Association shall provide to the Owner a packet containing all documents, photographs, and communications relating to the matter which the Association intends to introduce at the hearing ("*Evidence Packet*"), if any. If the Board intends to produce any documents, photographs, and communications during the hearing, and does not send an Evidence Packet to the Owner in a timely manner, the Owner is entitled to an automatic 15-day postponement of the hearing. At the commencement of the hearing, a member of the Board or the Association's designated representative shall present the Association's case against the Owner. Following the presentation by the Board, the Owner or the Owner's designated representative is entitled to present the Owner's information and issues relevant to the appeal or dispute. The Owner or the Board may make an audio recording of the hearing. The minutes of the meeting shall contain a written statement of the results of the hearing and the sanction, if any, imposed by the Board. The Board shall notify the Owner in writing of its action within ten (10) days after the hearing. The Board may, but shall not be obligated to, suspend any proposed sanction if the Violation is cured within the ten-day period. Such suspension shall not constitute a waiver of the right to sanction future violations of the same or other provisions and rules by any Owner.

Prior to the hearing, proof of proper notice of the hearing shall be placed in the minutes of the meeting. Such proof shall be deemed adequate if a copy of the notice, together with a statement of the date and manner of delivery, is entered by an Officer, Director or agent who delivered such notice. The notice requirement shall be satisfied if the Owner appears at the meeting. The minutes of the meeting shall contain a statement of the results of the hearing and the sanction, if any, imposed.

4. **Corrective Action (Self-Help).** Notwithstanding the provisions contained in Paragraph 2 hereof, where a Violation of Declaration or duly promulgated rules and regulations or design/architectural guidelines is determined to exist pursuant to any provision of this Enforcement Policy, Management, with the approval of the Board, may undertake to cause the Violation to be corrected, removed or otherwise abated by qualified contractors if the Association, in its reasonable judgment, determines that such Violation may be readily corrected, removed or abated without undue expense and without breach of the peace. Where Management is authorized by the Board to initiate any action by qualified contractors, the following shall apply:

a. The Association, through Management, must first provide the Owner with an Initial/Courtesy Notice as provided above. Should the Violation not have been remedied by the Owner within fourteen (14) days from the date of the Initial/Courtesy Notice, then the Association must give the Owner, and any third party directly affected by the proposed action, prior written notice of the undertaking of the action ("*Notice of Corrective Action*"). The Notice of Corrective Action shall be sent to the Owner by certified mail, return receipt requested, and first-class U.S. mail, and include an opportunity for the Owner to cure the Violation prior to the undertaking of any corrective action.

b. Any cost incurred in correcting or eliminating a Violation shall be charged to the Owner's account.

c. The Association, the Board, and its agents and contractors shall not be liable to the Owner or any third party for any damages or costs alleged to arise by virtue of action taken under this Paragraph 4 where the Association, the Board, its agents, and contractors have acted reasonably and in conformity with this Enforcement Policy.

5. **Referral to Legal Counsel.** Where a Violation is determined to exist by the Board 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 and without prior notice to the Owner under the Enforcement Policy, refer the Violation to legal counsel for purposes of seeking to correct or otherwise abate the Violation, including an action for injunctive relief and/or civil damages against the Owner, or any other legal or equitable remedy that may be available to the Association.

6. **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, upon the earlier to occur of the following:

(i) When the notice is delivered by electronic mail, the notice is deemed delivered and received when the sender "sends" the electronic mail and receives a confirmation or report acknowledging the time and date it was delivered. It is an Owner's duty to keep an updated electronic mail address registered with the Association.

(ii) When the notice is placed into the care and custody of the United States Postal Service, the notice is deemed delivered and received as of the third day after 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. Any Notice of Violation or Notice of Corrective Action shall be sent certified mail, return receipt requested, and First-Class U.S. Mail.

b. Where the Lot is occupied by a tenant or where the interests of an Owner have been handled by a representative or agent of such Owner, any notice or communication from the Association or Management pursuant to this Enforcement Policy will be deemed full and effective for all purposes if given to the Owner at the address on record with the Association. The Association may, as a courtesy, also provide notice to the tenant.

7. **Cure of Violation During Enforcement.** An 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 Association that the Violation has been corrected or eliminated, and any fines imposed by the Board has been paid, the Violation will be deemed to no longer exist and the Notice of Violation shall be voided except as hereinafter provided. The Owner shall be advised by the Association of the consequences of the future violation of the same provision of the Governing Documents as set forth in the following paragraph. The Owner will remain liable for all fines levied under this Enforcement Policy, which fines, if not paid upon written demand thereof by the Association, will be referred to the Association's legal counsel for collection. The Board, however, in its sole and absolute discretion, reserves the right to suspend or waive some or all of the fines imposed. The suspension or waiver of fines shall not constitute a waiver of the right to sanction violations of the same or other provisions and rules by any person.

8. **Repeated Violation of the Same Provision of the Governing Documents.** Whenever an Owner, who has previously cured or eliminated a violation after receipt of an Initial/Courtesy Notice, commits a separate violation of a similar provision of the Governing Documents within six (6) months from the date of the Notice of Violation, the Association shall reinstate the Violation, including the fines previously imposed related to such Violation that were waived by the Board, and pursue the procedures set forth herein as if the Violation had never been cured or eliminated. For purposes of illustration only, in the event the Owner cured the Violation after having received an Initial/Courtesy Notice, the second Violation of the same provision shall prompt the Association to send a Notice of Violation. Similarly, in the event the Owner cured the Violation after having received a Notice of Violation, the second Violation shall prompt the Association to send a Notice of Fine as provided hereunder. In the event an Owner cured the Violation after having received a Notice of Fine, the second Violation shall prompt the Association to commence the levying of violation fines without further notice to the Owner. In the event of a repeated violation, the Board shall be authorized to double the fine amount.

9. **Payment of Violation Fines.** Payment of the violation fine amount does not imply or constitute a waiver of enforcement or the granting of a variance for the violation. All violations must be corrected and brought into compliance with the Governing Documents. If there is a subsequent violation of a similar rule, the fine amount will be imposed pursuant to the Fine Structure provision. Failure to pay fines may result in a lien on the Owner's Property. The Owner shall be responsible for any fines and enforcement costs assessed on the Property. If applicable, it is the Owner's responsibility to pursue reimbursement of the fines from the tenant(s).

10. **Authority of Management To Act.** The Board hereby authorizes and empowers Management to do all such things and perform all such acts as are necessary to implement and

effectuate the purposes of the Enforcement Policy and compliance with Texas Property Code Section 209.0051(h), including the levying of violation fines, without further action by the Board.

11. **Binding Effect.** The terms and conditions of this Enforcement Policy, as may be amended from time to time by the Board, shall bind all Owners including their heirs, successors, transferees or assigns, and all Lots as defined in the Declaration, and the Properties shall hereafter be held, occupied, transferred, and conveyed subject to the terms and conditions of this Enforcement Policy, as amended by the Board.

This Enforcement Policy is hereby adopted by resolution of the Board and replaces and supersedes, in all respects, all prior policies and resolutions with respect to the enforcement of violations by the Association, and shall remain in force and effect until revoked, modified, or amended by the Board.

12. **Definitions.** The definitions contained in Association's Governing Documents are hereby incorporated herein by reference.

IN WITNESS WHEREOF, the Board has caused this Enforcement Policy to be effective and executed by its duly authorized representative as of the April 2, 2023

Homeowners Association of Post Oak Forest, Inc.

By: Stacy M. Light
It's: President

EXHIBIT 1

Common Violations*

Property used for storage (boats, vehicles, trailers, oversized work trucks and any other oversized vehicle etc.) (each time the violation is observed)
Trash cans, trash bags and recycling left in public view on days other than designated city trash pick-up days (each time the violation is observed)
Debris or refuse on property (each time the violation is observed)
Unapproved signs in yards or on property (each time the violation is observed)
Home maintenance/repairs that are needed (ex: exterior painting, rotting wood, replacing missing or dilapidated fences, sagging gutters, replacing broken light fixtures, etc.) (each time the violation is observed)
Failing to maintain irrigation equipment etc. (each time the violation is observed)
Littering in common areas (each time the violation is observed)
Modification, and/or addition made to Property without prior approval from the ACC (each time the violation is observed)
Vehicle violations, include, but are not limited to any vehicle wrecked, dismantled in any way or is considered inoperable (each time the violation is observed or as the Board deems necessary)
Vehicle parking violations (each time the violation is observed)
Unapproved roof replacement/roofing materials
Recreational equipment, i.e., basketball goals, etc. (each time the violation is observed)
Failure to remove pet waste or not keeping pet on leash (each time the violation is observed)
Livestock or poultry kept on property (each time the violation is observed)
Violations of the leasing/rental or occupancy related rules (each time the violation is observed)
All pool rules to be adhered to at all times.

*This is not an exhaustive list of violations

EXHIBIT B

Homeowners Association of Post Oak Forest, Inc. is the owner of certain real property situated in College Station, Texas, which the metes and bounds more particularly describe as follows:

Field notes of an 8.493 acre tract or parcel of land lying and being situated in the Richard Carter League, College Station, Brazos County, Texas and being part of the 9.155 acre tract No. 2 and Lot 10 Block B shown on the plat of Carter's Grove, Second Installment, plat of said subdivision being recorded in Volume 288, page 161 of the Deed Records of Brazos county, Texas and being more particularly described as follows:

BEGINNING at an iron rod set for corner, said iron rod being located at or near the northeast corner of the abovementioned Lot 10, Block B, said iron rod being a common corner of the said Lot 10 and Lot 9, Block B of the abovementioned subdivision;

THENCE S 41° 48' 00" W along the common line of the abovementioned Lot 9 and Lot 10 for a distance of 337.28 feet to an iron rod found for corner;

THENCE N 48° 12' 47" W for a distance of 188.15 feet to an iron rod set for corner, said iron rod being located S 48° 12' 47" E a distance of 5.0 feet from a found concrete monument, said concrete monument being located in the southeast line of the before mentioned 9.155 acre tract No. 2, said line being the common line between the said tract No. 2 and the abovementioned Lot 10;

THENCE S 41° 48' 00" W parallel to and 5.0 feet from the above-mentioned common line for a distance of 323.52 feet to an iron rod set for corner, said iron rod being located in the northeast right-of-way line of Shady Drive;

THENCE along the abovementioned right-of-way, same being a curve to the left with a radius of 40.06 feet, at an arc distance of 5.08 feet pass a found concrete monument, said concrete monument being the southwest corner of the before mentioned 9.155 acre tract No. 2, continue along the said right-of-way line and curve for a total arc distance of 79.24 feet, the chord bears S 89° 00' 22" W a distance of 66.94 feet, to an iron rod set for corner, said iron rod being the southeast corner of the said tract No. 2, said iron rod also being located in the southeast line of the 12.264 acre tract No. 1, shown on the before mentioned plat;

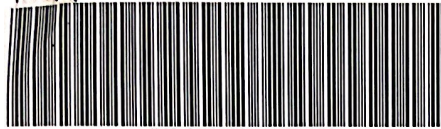
THENCE N 28° 55' 30" W along the common line of the abovementioned tract No. 1 and tract No. 2 for a distance of 591.68 feet to an iron rod set for corner, said iron rod being a common corner of this tract and a 1.715 acre tract out of the said tract No. 2.

THENCE along the common line of this tract and the abovementioned 1.715 acre tract for the following calls:

N 70° 55' 52" E for a distance of 266.69 feet to an iron rod for angle point;

N 63° 00' 27" E for a distance of 298.49 feet to an iron rod for corner, said iron rod being located in the common line of the abovementioned 9.155 acre tract No. 2 and 171.028 acre tract conveyed to Bert Wheeler, Trustee by the deed recorded in Volume 271, page 128 of the Deed Records of Brazos County, Texas, said iron rod also being a common corner of this tract and the said 1.715 acre tract;

THENCE S 48° 10' 31" E along the common line of the abovementioned tract No. 2 and the abovementioned 171.028 acre tract at a distance of 364.83 feet pass an iron rod, said iron rod being located at or near the common corner of the said tract No. 2 and the before mentioned Lot 10, continue along the said line for a total distance of 557.98 feet to the PLACE OF BEGINNING containing 8.493 acres of land more or less as surveyed June, 1972 by B. J. Kling.



VG-267-2023-150066

Brazos County
Karen McQueen
County Clerk

Instrument Number: 1500066
Volume : 18577

Real Property Recordings

Recorded On: April 18, 2023 01:42 PM

Number of Pages: 14

" Examined and Charged as Follows: "

Total Recording: \$74.00

***** THIS PAGE IS PART OF THE INSTRUMENT *****

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.

File Information:

Document Number: 1500066
Receipt Number: 20230418000074
Recorded Date/Time: April 18, 2023 01:42 PM
User: Patsy D
Station: CCLERK07

Record and Return To:

LAINE STOTAH
9 FOREST DR.

COLLEGE STATION TX 77840



STATE OF TEXAS
COUNTY OF BRAZOS

I hereby certify that this Instrument was FILED in the File Number sequence on the date/time printed hereon, and was duly RECORDED in the Official Public Records of Brazos County, Texas.

Karen McQueen
County Clerk
Brazos County, TX