

Edelweiss Estates Violations Procedures

April 16, 2014

One of the responsibilities of the Edelweiss Estates Homeowners' Association is to ensure that our neighborhood is properly maintained through the proper enforcement of the Declaration of Covenants, Conditions and Restrictions of Edelweiss Estates. The Board of Directors is responsible for working with all homeowners to ensure that everyone abides by the recorded rules and regulations. Ultimately, this helps protect the investment that each of us has in our homes.

To this end, we have empowered the Deed Restriction Committee (and any associated agents) to monitor the status of the neighborhood on a routine basis. The following is the procedure/notification process for potential Architectural and/or Covenant violations they discover.

The HOA intends for this process to be a non-confrontational and intuitive process for the homeowners and to prevent misunderstandings that might arise in the process of upholding the Covenants. However, if you ever have any questions please feel free to attend any Board Meeting (times are listed on our website <http://www.edelweisshoa.org>) or contact us at violations@edelweisshoa.org.

In almost every instance, the violation is remedied before or at Stage 3. However, if the violation continues/remains, the Board of Directors does reserve the right to continue and/or increase the fine as appropriate until proper action is taken. Further, refusal to pay assessed fines can result in a lien being placed on the property.

Stage 1 (Day 1)

Task: Letter is sent to the physical address & owner of record in Brazos CAD (if different)

When a violation is first identified and documented, a letter detailing the issue and specific Covenant being broken is sent to the physical address of the property. It will request that the issue be resolved within 14 days of the initial observation, or failing that (some problems may require more time), to at least contact the HOA to communicate your intent and timeline to remedy the issue. If the owner's address as specified in the county tax records does not match the physical address, a copy of the letter is also sent to that address as well.

Stage 2 (Day 14)

Task: A second letter is sent to the physical address & owner of record in Brazos CAD (if different)

If after 14 days from the original observation, the violation is not remedied, we will send another letter to the physical address and, if different, to the owner of record in county tax records. The letter will detail the specific issue and Covenant being broken as well as warn about the potential for fines if the issue is still not resolved within a 14 day period.

Stage 3 (Day 28)

Task: A fine of \$60 is levied against the owner and a certified letter is sent to the owner of record in the county tax records documenting the fine.

After a violation has been observed and documented three times (day 1, day 14, and day 28) a fine is levied and a certified letter is sent to the owner of record detailing the fine amount. Each reoccurrence of this violation can result in an additional fine.