

**AFTER RECORDING, PLEASE RETURN TO:**

**Judd A. Austin, Jr.  
Henry Oddo Austin & Fletcher, P.C.  
1700 Pacific Avenue  
Suite 2700  
Dallas, Texas 75201**

**FIRST SUPPLEMENTAL CERTIFICATE AND MEMORANDUM OF  
RECORDING OF DEDICATORY INSTRUMENTS  
FOR  
AUBURNDALE HOMEOWNERS ASSOCIATION, INC.**

STATE OF TEXAS                   §  
  §  
COUNTY OF COLLIN           §

The undersigned, as attorney for Auburndale Homeowners Association, Inc., for the purpose of complying with Section 202.006 of the Texas Property Code and to provide public notice of the following dedicatory instruments affecting the owners of property described on Exhibit B attached hereto, hereby states that the dedicatory instruments attached hereto are true and correct copies of the following:

- 1.     *Collection Policy for Auburndale Homeowners Association, Inc. (Exhibit A-1); and***
- 2.     *Enforcement Policy for Auburndale Homeowners Association, Inc. (Exhibit A-2).***

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 instruments. The attached dedicatory instruments replace and supersede all previously recorded dedicatory instruments addressing the same or similar subject matter and shall remain in force and effect until revoked, modified or amended by the Board of Directors.

**IN WITNESS WHEREOF**, Auburndale Homeowners Association, Inc. has caused this First Supplemental Certificate and Memorandum of Recording of Dedicatory Instruments to be filed with the office of the Collin County Clerk, and serves to supplement that Certificate and Memorandum of Recording of Dedicatory Instruments for Auburndale Homeowners Association, Inc. filed on April 16, 2020, as Instrument No. 20200416000548090 in the Official Public Records of Collin County, Texas.

**AUBURNDALE HOMEOWNERS  
ASSOCIATION, INC.**

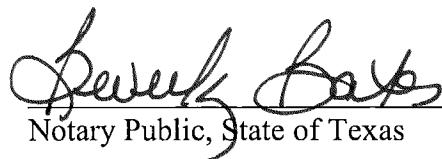
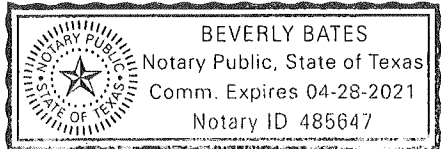


By: \_\_\_\_\_  
Its: Attorney

STATE OF TEXAS       §  
                                  §  
COUNTY OF DALLAS   §

BEFORE ME, the undersigned Notary Public, on this day personally appeared Vinay B. Patel, attorney for Auburndale Homeowners Association, Inc., known to me to be the person whose name is subscribed on the foregoing instrument and acknowledged to me that he 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 15<sup>th</sup> day of July, 2020.

  
\_\_\_\_\_  
Notary Public, State of Texas

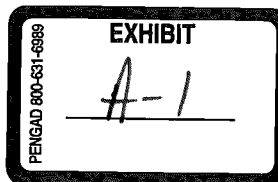
**COLLECTION POLICY  
FOR  
AUBURNDALE HOMEOWNERS ASSOCIATION, INC.**

STATE OF TEXAS           §  
  §  
COUNTY OF COLLIN       §

WHEREAS, Auburndale Homeowners Association, Inc.'s Board of Directors ("*Board*") hereby adopts this Collection Policy to establish equitable policies and procedures for the collection of Assessments levied pursuant to the Declaration of Covenants, Conditions and Restrictions for Auburndale, including amendments and supplements, (collectively referred to as the "*Governing Documents*") on behalf of Auburndale Homeowners Association, Inc. ("*Association*"). Terms used in this Collection Policy, but not defined, shall have the meaning subscribed to such term in the Declaration.

**SECTION 1. DELINQUENCIES, LATE CHARGES AND INTEREST**

- 1-A. Due Date. An Owner will timely and fully pay Assessments (as defined in the Declaration). Assessments are assessed and billed annually and are due and payable on the first (1<sup>st</sup>) day of January of each year or in such other manner as the Board may designate in its sole and absolute discretion.
- 1-B. Delinquent. Any Assessment that is not fully paid by January 31 of the applicable year is deemed delinquent. When the account of an Owner becomes delinquent, it remains delinquent until paid in full – including collection costs, late fees, and attorneys' fees.
- 1-C. Late Fees, Collection Fees, and Interest. If the Association does not receive payment of the Assessment by January 31 of the applicable year, then Association may levy a monthly late fee in the amount of \$25.00 monthly collection fee in the amount of \$15.00, and/or interest at the interest rate established by the Board (current interest rate is 1.5% per annum), or alternatively, the highest rate allowed by Texas law then in effect on the amount of the Assessment from the due date thereof until paid in full.
- 1-D. Liability for Collection Costs. The defaulting Owner is liable to the Association for the charges and costs reasonably related to the collection of the sum due, including, without limitation, title reports, credit reports, certified mail, long distance calls, court costs, filing fees, third party collection fees, and other reasonable costs and attorney's fees incurred by the Association in collecting the delinquency.
- 1-E. Insufficient Funds. The Association may levy a charge of \$30.00 for any check returned to the Association marked "not sufficient funds" or any other reason.



- 1-F. Waiver. Properly levied collection costs, late fees, and interest may only be waived by a majority of the Board or, if delegated by the Board, the management company.

## **SECTION 2. INSTALLMENTS AND ACCELERATION**

If an Assessment is payable in installments, and if an Owner defaults in the payment of any installment, the Association shall declare the entire Assessment in default and accelerate the due date on all remaining installments of the Assessment. An Assessment payable in installments may be accelerated only after the Association gives the Owner at least ten (10) days prior notice of the default and the Association's intent to accelerate the unpaid balance if the default is not timely cured. Following acceleration of the indebtedness, the Association has no duty to reinstate the installment program upon partial payment by the Owner.

## **SECTION 3. PAYMENTS**

- 3-A. Application of Payments. After the Association notifies the Owner of a delinquency and the Owner's liability for late fees or interest, and collection costs, any payment received by the Association shall be applied in the following order, starting with the oldest charge in each category, until that category is fully paid, regardless of the amount of payment, notations on checks, and the date the obligations arose:

- (1) Any delinquent individual assessments;
- (2) Any delinquent special assessments;
- (3) Any delinquent assessments;
- (4) Any current individual assessments;
- (5) Any current special assessments;
- (6) Any current assessments;
- (7) To the extent allowed by Section 209.008 of the Texas Property Code, as amended, any attorney's fees or third-party collection costs incurred by the Association associated solely with assessments or any other charged that could provide the basis of foreclosure;
- (8) Any fines assessed by the Association; and
- (9) Any other amount owed to the Association.

- 3-B. Alternative Payment Schedule. Upon request of an Owner, the Association shall allow such Owner to pay any delinquent assessment or any other annual or special assessments. The minimum payment schedule term is three (3) months and the maximum payment schedule term is eighteen (18) months with equal payments due on the fifteenth (15<sup>th</sup>) day of each of month. Upon request by the delinquent Owner, the Association will within ten (10) business days of the date such request is received, notify such Owner of (i) the amount of each monthly payment request under the Alternative Payment Schedule, which amount shall include reasonable costs associated with administering the Alternative Payment Schedule, and (ii) the dates on which the monthly installments requested under the Alternative Payment Schedule are due.

If, at the time the Association receives a payment from an Owner and such Owner is in default under an Alternative Payment Schedule, then the Association may apply such payment in any order determined the Association; provided, however, that, in applying such payment, any fine or penalty assessed by the Association may not be given priority over any other amount owed to the Association. If an Owner fails to make a monthly payment in the full amount required by the Alternative Payment Schedule, the Association shall send a letter to the Owner, by first class mail and certified mail, return receipt requested, giving notice of the delinquency and making demand for Owner to pay, in full, within thirty (30) days of the date of the letter, all amounts due under the Payment Plan. If the Owner has not paid all amounts due in such time, then the Association will, at its discretion, take further legal action to enforce its rights and seek judicial foreclosure of the maintenance fee lien provided by the deed restrictions.

In addition, an Owner is *not* entitled to an Alternative Payment Schedule if the Owner has defaulted on a previous Alternative Payment Schedule.

- 3-C. Form of Payment. The Association may require that payment of delinquent Assessments be made only in the form of direct online payment, check, cashier's check, or certified funds.
- 3-D. Partial or Conditioned Payment. The Association may refuse to accept partial payments (*i.e.*, less than the full amount due and payable) and payments to which the payor attaches conditions or directions contrary to the Board's policy for applying payments. The Association's endorsement and deposit of a payment does not constitute acceptance. Instead, acceptance by the Association occurs when the Association posts the payment to the Owner's account. If the Association does not accept the payment at that time, it will promptly return or refund the payment to the payer. A payment that is not returned or refunded to the payer within thirty (30) days after being deposited by the Association may be deemed accepted as to payment, but not as to words of limitation or instruction accompanying the payment. The acceptance by the Association of partial payment of delinquent Assessments does not waive the Association's right to pursue or continue pursuing its remedies for payment in full of all outstanding obligations.
- 3-E. Notice of Payment. If the Association receives full payment of a delinquency after recording a notice of assessment lien, the Association will cause a release of notice of assessment lien to be publicly recorded, a copy of which will be sent to the Owner. The Association may require the Owner to prepay the cost of preparing and recording the release.
- 3-F. Correction of Credit Report. If the Association reports the delinquency to a credit reporting agency and if the Association receives full payment of the delinquency after reporting the defaulting Owner to a credit reporting service, then the Association will report receipt of payment to the credit reporting service.

## SECTION 4. MISCELLANEOUS

- 4-A. Delegation of Collection Procedures. From time to time, the Association may delegate some or all of the collection procedures, as the Board in its sole discretion deems appropriate, to the Association's Managing Agent or Community Manager, an attorney, or a debt collector.
- 4-B. Collection by Attorney. If the Owner's account remains delinquent for a period of ninety (90) days or more, the Managing Agent or Community Manager of the Association or the Board of the Association shall refer the delinquent account to the Association's attorney for collection. In the event an account is referred to the Association's attorney, the Owner will be liable to the Association for its legal fees and expenses. Upon referral of a delinquent account to the Association's attorney, the Association's attorney will provide the following notices and take the following action unless otherwise directed by the Board:
- (1) Initial Notice: Preparation of the Initial Notice of Demand for Payment Letter. If the account is not paid in full within 30 days unless such notice has previously been provided by the Association, then
  - (2) Lien Notice: Preparation of the Lien Notice and Demand for Payment Letter and record a Notice of Unpaid Assessment Lien. If the account is not paid in full within 30 days, then
  - (3) Final Notice: Preparation of the Final Notice of Demand for Payment Letter and Intent to Foreclose and Notice of Intent to Foreclose to Lender. If the account is not paid in full within 30 days, then
  - (4) Enforcement of Lien: Preparation of legal documents to enforce the lien by judicial (Plaintiff's Original Petition) or non-judicial (Application for Expedited Foreclosure) means.
  - (5) Foreclosure of Lien: Only upon specific approval by a majority of the Board.
- 4-C. Notice of Assessment or Unpaid Lien. The Association's attorney may cause a notice of the Association's Assessment lien against the Owner's home to be publicly recorded. In that event, a copy of the notice will be sent to the defaulting Owner and may also be sent to the Owner's Mortgagee as required by the Governing Documents and/or state law.
- 4-D. Delinquency Notices. If the Association has not received full payment of an Assessment by the due date, the Association may send written notice of nonpayment to the defaulting Owner, by hand delivery, first class mail, and/or certified mail, stating the amount delinquent. The Association's delinquency-related correspondence may state that if full

payment is not timely received, the Association may pursue any or all of the Association's remedies, at the sole cost and expense of the defaulting Owner.

In addition to or in lieu of the written notice of nonpayment referenced above, the Association must send to the Owner, by certified mail, return receipt requested, written notice in compliance with Texas Property Code Section 209.0064.

- 4-E. Independent Judgment. Notwithstanding the contents of this details Collection Policy, the officers, directors, the management company representative or community manager, and attorney of the Association may exercise their independent, collective, and respective judgment in applying this Collection Policy.
- 4-F. Suspension of Privileges. Any delinquent account is subject to the suspension of privileges and access to amenities upon compliance with the notice and hearing provisions contained in Chapter 209 of the Texas Property Code.
- 4-G. Notices. Unless the Governing Documents, applicable law, or this Collection Policy provide otherwise, any notice or other written communication given to an Owner pursuant to this Collection Policy will be deemed delivered to the Owner upon depositing same with the U.S. Postal Service, addressed to the Owner at the most recent address shown on the Association's records, or on personal delivery to the Owner.
- 4-H. Amendment of Policy. This Collection Policy may be amended, from time to time, by the Board.

**IT IS RESOLVED**, that this Collection Policy replaces and supersedes in all respects all conflicting provisions and terms as set forth in prior policies and resolutions with respect to the collection of assessments by the Association, and shall remain in force and effect until revoked, modified or amended by the Board.

**IN WITNESS WHEREOF**, the Board has caused this Collection Policy to be executed by its duly authorized representative as of the June 9, 2020.

**AUBURNDALE HOMEOWNERS  
ASSOCIATION, INC.**

Twyla Beckham, Director

**ENFORCEMENT POLICY  
FOR  
AUBURNDALE HOMEOWNERS ASSOCIATION, INC.**

STATE OF TEXAS           §  
  §  
COUNTY OF COLLIN       §

**WHEREAS**, the Board of Directors of Auburndale Homeowners Association, Inc.'s (the "*Board*") is the entity responsible for the operation of Auburndale Homeowners Association, Inc. (the "*Association*"), pursuant to and in accordance with that certain Declaration of Covenants, Conditions and Restrictions for Auburndale, recorded in the Official Public Records of Collin County, Texas, including amendments thereof or supplements thereto (collectively, the "*Declaration*") and the Bylaws of Auburndale Homeowners Association, Inc., including amendments thereof or supplements thereto (the "*Bylaws*"); and

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

**WHEREAS**, pursuant to express authority set forth in Article 10 of the Declaration and Article V of the Bylaws, the Association, acting by and through the Board, has the authority to enforce the provisions of the Declaration, the power to promulgate and enforce the provisions of the Declaration, including establishing and imposing reasonable monetary fines or penalties for the violation of the Association's dedicatory instruments, including, but not limited to, the Declaration, the Bylaws, rules and regulations, policies, resolutions, or design/architectural guidelines (collectively, the "*Governing Documents*"); and

**WHEREAS**, the Board has authority pursuant to the Declaration 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 Declaration 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 "*Enforcement 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 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.

(ii) Any violation of the Governing Documents or noncompliance of a deed restriction covenant is 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.** Upon verification of the existence of a Violation by the Association or management company representative ("*Management*") of the Association, the Association will send to the Owner a written notice of the existence of the Violation ("*Initial Notice*"). The Initial 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 ten (10) days<sup>1</sup> of the date of the Initial 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 Notice(s).

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<sup>1</sup> 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 ten (10) days from the date of the Initial Notice, the Association shall send to the Owner written notice (the "*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;
- (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; 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 ACC, if appointed, or the Board. In the event the hearing shall be held before the ACC, the Owner shall be advised of the Owner's right to appeal the ACC's decision to 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 ten (10) 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, a notice to the Owner in the form of a formal written notice of fine (the "*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 \$100.00 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 ten (10) days after the Initial Fine, additional fines may be imposed as follows:

<b>Curable Violations</b>	
Initial Fine	\$100.00
Second Fine	\$200.00
Third Fine	\$300.00
Fourth and Subsequent Fines	\$400.00
<b>Unapproved ACC Modifications and Uncurable Violations and Violations <u>Which Pose a Threat to Public Health or Safety</u></b>	
Initial Fine	\$100.00
Second Fine	\$200.00
Third Fine	\$400.00
Fourth and Subsequent Fines	\$500.00

Fines and the frequency of fines, are to be determined by the Board, may be imposed every day that the Violation continues to exist after the Notice of Fine date. 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 (30<sup>th</sup>) day after the date of the Notice of Violation, the ACC (if appointed) or the Board shall hold a hearing not later than the thirtieth (30<sup>th</sup>) 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 (10<sup>th</sup>) 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.

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 Notice as provided above. Should the Violation not have been remedied by the Owner within ten (10) days from the date of the Initial 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 include an opportunity for the Owner to cure the Violation or request a hearing before the Board prior to the undertaking of any corrective action. Should the Owner fail to provide the Association with a written request for hearing within

ten (10) days from the date of the Notice of Corrective Action, that party shall have waived its right to a hearing.

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 facsimile, the notice is deemed delivered and received when the sender receives a facsimile acknowledgment acknowledging delivery of the notice.

(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, where the interests of an Owner have been handled by a representative or agent of such Owner, or where Owner has otherwise acted so as to put the Association on notice that its interests in a Lot have been and are being handled by a representative or agent, 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 such tenant, representative or agent.

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 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 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 June 9, 2020.

AUBURNDALE HOMEOWNERS  
ASSOCIATION, INC.

Treylla Beckham  
\_\_\_\_\_, Director

## EXHIBIT 1

### Common Violations\*

Holiday Decorations (if not removed within 30 days of the holiday) (each time the violation is observed)
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 do not conform with other homes in the subdivision (ex: rotting wood, replacing missing or dilapidated fences, sagging gutters, damaged garage door, replacing broken light fixtures, etc.) (each time the violation is observed)
Exterior painting needed (ex: house, front door, siding) (each time the violation is observed)
Failing to maintain lawn, including irrigation equipment, remove weeds from flower beds and tree wells, trim bushes, 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 without a current (or missing) license plates or inspection sticker, wrecked, dismantled in any way or discarded 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
Recreational equipment (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 or occupancy related rules (each time the violation is observed)

\* This is not an exhaustive list of violations.

Common Violation

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## EXHIBIT B

Those tracts and parcels of real property located in the City of Melissa, Collin County, Texas and more particularly described as follows:

- All property subject to the **Declaration of Covenants, Conditions and Restrictions for Auburndale**, was recorded on **January 19, 2018**, under **Instrument No. 20180119000076680** in the **Official Public Records of Collin County, Texas**, including amendments and supplements thereto; and
- All property subject to the **Final Plat of Auburndale - Phase 1 Addition**, an Addition to the City of Melissa, Collin County, Texas, according to the Map thereof recorded as **Instrument No. 20171221010005960** in the **Plat/Map Records, Collin County, Texas**, including amendments, replats, and additional phases.



Filed and Recorded  
Official Public Records  
Stacey Kemp, County Clerk  
Collin County, TEXAS  
07/16/2020 08:12:49 AM  
\$90.00 TBARNETT  
20200716001103600

A handwritten signature in cursive script, appearing to read "Stacey Kemp".