

NOTICE
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**NORTHFIELD SECTIONS ONE AND TWO PROPERTY OWNERS ASSOCIATION
PRESIDENT'S CERTIFICATE**

I, the undersigned, do hereby certify:

(4)

(1) I am the duly elected and acting President of Northfield Sections One and Two Property Owners Association, a Texas non-profit corporation (the "Association"), and,

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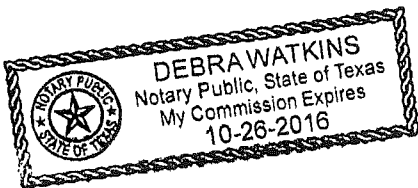
(2) The Association is the governing entity of the Northfield Sections One and Two Subdivision pursuant to that certain Declaration of the Charter Associates, Inc., covering Fondren Southwest Northfield Sections One and Two dated November 21, 1972, and recorded in the Real Property Records of Harris County, Texas, under Clerk's File Number D743204, as supplemented and amended from time to time.

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(3) Attached hereto is a true and correct copy of the Association's Fining Policy and Enforcement Regulations for Violations of the Governing Documents.


IN WITNESS WHEREOF, I have hereunto subscribed my name on this 14 day of

December, 2015.



**NORTHFIELD SECTIONS ONE AND
TWO PROPERTY OWNERS
ASSOCIATION**, a Texas non-profit
corporation

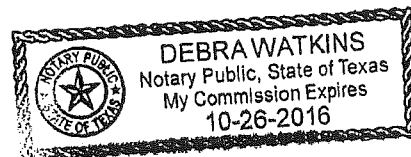
1OR


Vincent Sanders, President

STATE OF TEXAS §
 §
COUNTY OF HARRIS §

This instrument was acknowledged before me on this 14 day of December 2015, by Vincent Sanders, President of Northfield Sections One and Two Property Owners Association, a Texas non-profit corporation, on behalf of said corporation.

Debra Watkins
Notary Public, State of Texas



WHEN RECORDED, RETURN TO:

Mr. Mark K. Knop
Hoover Slovacek LLP
Galleria Tower II
5051 Westheimer, Suite 1200
Houston, TX 77056

RP-2016-10310

NORTHFIELD SECTIONS ONE AND TWO PROPERTY OWNERS ASSOCIATION

Fining Policy and Enforcement Regulations for Violations of the Governing Documents ("Regulations")

1. **Violations.** An action is initiated under these Regulations when the management company for the Northfield Sections One and Two Property Owners Association, a Texas non-profit corporation (the "Association") notes a violation of the Declaration of the Charter Associates, Inc., covering Fondren Southwest Northfield Sections One and Two, dated November 21, 1972, and recorded in the Real Property Records of Harris County, Texas, under Clerk File Number D743204, as supplemented and amended from time to time (the "Declaration") or other governing documents. The Association's management company is authorized to send the owner any or all of the notices described in these Regulations.

A violation may also be noted by a member of the Board of Directors of the Association (the "Board") or other Association volunteer.

2. **Initial Notice.** The Association shall send one (1) or more notices ("Initial Notice") by regular mail advising the owner of the violation and requesting that the violation be cured. However, if the Association decides that the violation requires expedited handling, the Association is entitled to dispense with sending the owner any Initial Notice. All notices described in these Regulations shall be sent to the owner at the owner's last known address, as shown on the records of the Association.

3. **Certified Notice.** If the violation is not cured pursuant to the Initial Notice (or if the Association has decided not to send any Initial Notice), the Association shall send a notice to the owner by certified mail, return receipt requested, describing the violation and demanding that the violation be cured. The Certified Notice will set forth the nature of the violation and will allow the owner a reasonable period to cure the violation and avoid the Association levying a fine and/or pursuing legal action, unless the owner has previously been given notice and a reasonable opportunity to cure a similar violation within the preceding six (6) months. The Certified Notice will inform the owner that the owner has a period of thirty (30) days from receipt of such notice to request a hearing before the Board regarding the violation. The Certified Notice will inform the owner that if the violation is not cured and the owner does not request a hearing within such thirty (30) day period, the Association intends to levy a fine against the owner in an amount as provided for in these Regulations and the Association intends to examine pursuit of its other remedies. In such regards, the owner will be responsible for the reasonable attorneys' fees and other reasonable costs the Association may incur, and such fine, fees, and costs will be charged to the owner's account.

If the Association has given the owner notice and a reasonable opportunity to cure a similar violation within the preceding six (6) months, or if the Association files a suit

seeking expedited relief in the form of a temporary restraining order or a temporary injunction, the Association shall not be required to send the owner a Certified Notice.

4. **Hearing.** If the owner makes a timely written request for a hearing, a notice shall be sent to the owner informing the owner as to the date, time, and place for the hearing before the Board. The hearing will be conducted in accordance with such rules and procedures as may be deemed appropriate by the Board. The hearing shall take place, even if the owner does not attend the hearing.
5. **Remedies.** If the owner does not make a written request for a hearing before the Board within the above-described thirty (30) day timeframe (and if the violation has not been cured), the Association may thereafter pursue its remedies. If a hearing is conducted pursuant to a proper request, the Association may pursue its remedies regarding an uncured violation after the conclusion of the hearing, unless the Association has made an agreement to the contrary. Such remedies include levying a fine and/or turning the matter over to an attorney for legal action. Even if the Association levies a fine against the owner, the Association nonetheless reserves the right to turn the matter over to an attorney for legal action. If this becomes necessary, it is contemplated that the Association will instruct the attorney to pursue the Association's legal remedies, including filing suit.
6. **Fines.** The amount of the fine to be levied by the Association is \$100 for incurable violations, and \$25 per day for curable violations. Incurable violations typically occur at a specific point in time (i.e. a noise violation that is not ongoing). A curable violation is a violation that typically occurs over a period of time (i.e. a maintenance violation). The Association also reserves the right to increase the amount of the fine for a given violation, if deemed appropriate by the Board due to the severity, seriousness, extent, repeated or wrongful nature of the applicable violation.
7. **Charges to Owner's Account.** Any fines, attorneys' fees and cost incurred by the Association as a result of a violation will be charged to an owner's account.
8. **Miscellaneous.** The Association will not send any notice to the owner in a situation in which the Association seeks expedited relief in the form of a temporary restraining order or a temporary injunction. In such situations, the Association reserves its rights to file suit and seek such relief from the court without any prior notice to the owner and/or occupant.

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Pages 5
01/11/2016 07:36 AM
e-Filed & e-Recorded in the
Official Public Records of
HARRIS COUNTY
STAN STANART
COUNTY CLERK
Fees \$28.00

RECORDERS MEMORANDUM

This instrument was received and recorded electronically
and any blackouts, additions or changes were present
at the time the instrument was filed and recorded.

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.

THE STATE OF TEXAS
COUNTY OF HARRIS

I hereby certify that this instrument was FILED in
File Number Sequence on the date and at the time stamped
hereon by me; and was duly RECORDED in the Official
Public Records of Real Property of Harris County, Texas.



Stan Stanart

COUNTY CLERK
HARRIS COUNTY, TEXAS