

Hilltop Homeowners Association

Fine and Enforcement Policy

The Declarations of Covenants, Conditions and Restrictions for Hilltop Estates filed on July 1, 1992, as Instrument No. 199201288081 in the Official Public Records of Dallas County, Texas, and its amendment filed on July 17, 2015, as Instrument No. 201500158302 and any and all amendments thereto (the "Declaration") allow the Association to enforce restrictions and institute a policy regarding fines. The following policy regarding violation fines complies with both the CCRs and the required Texas Property Code notice requirements in Chapter 209.

The Board hereby adopts this Fine Policy to establish equitable policies and procedures for the levy of fines within the Community.

Violation Notice.

First Notice. The first citation for a violation of CC&R's Article VI Section 2 Failure to Maintain the exterior appearance of dwellings, structures and landscaping will be mailed by first class mail and will meet the notice requirements required in Chapter 209 of the Texas property codes. The Homeowner will be given 30 days from the date of notice to cure.

Second Notice. If a Homeowner, having been mailed a first notice, fails to cure the violation, a second notice will be sent via Certified mail, return receipt requested meeting all notice requirements as required by the Texas Property Code and is considered legal notice of impending fine if the violation is not cured. The cost of the certified letter will be charged to the address of the violation. Before levying a fine the Association will give the homeowner another 30 days to cure from the date of the second certified notice. If after the 30 days the violation remains uncured a fine will be applied to the homeowner's account. The homeowner will be notified of the fine, in writing within 30 days. For every month that the violation remains uncured, after the initial fine is applied, an additional fine will be applied to the homeowners account until the violation is cured.

Violation Hearing.

An owner may request in writing a hearing by the Board to contest the violation. To request a hearing before the Board, an owner must submit a written request to the Association's manager within thirty (30) days after the date of the violation notice. Within thirty (30) days after owner's request for a hearing, the Association must hold a hearing. The Association must provide the owner within at least 10 (10) days notice of the date, time, and place of the hearing as well as all documents, photographs, and communications relating to the matter. At the hearing, the Board will consider the facts and circumstances surrounding the violation. The owner may attend the hearing in person, or may be represented by another person. The minutes of the hearing must contain a statement of the results of the hearing and the fine and/or other action, if any, imposed. A copy of the violation notices and request for

hearing should be placed in the minutes of the hearing. If the owner appears at the meeting, the notice requirements will be deemed satisfied.

Schedule of Actions/Cost of Enforcement

Violation under CCR’s Article VI, Section 2 Failure to Maintain

<u>Number of Violation Notices on same issue:</u>	<u>Action:</u>
1 st Notice	30 Days to cure
2 nd Notice (same violation)	30 Days to cure
After 2 nd 30 days, if violation is not cured	\$25.00 fine
Each month thereafter (same violation)	\$25.00 fine

Notwithstanding the foregoing, the Board reserves the right to adopt a different fine amount on a case-by-case basis provided the fine is reasonable in light of the nature, frequency and effects of the violations.

Collection of Fines. The Association is not entitled to collect a fine from an owner for violations under CCR’s Article VI, Section 2, whom it has not given notice and an opportunity to be heard.

Amendment of Policy. This policy may be revoked or amended from time to time by the Board. This policy will remain effective until ten (10) days after the Association delivers to an owner of each property notice of amendment or revocation of this policy. The notice may be published and distributed in an Association newsletter or other community-wide publication.

Adopted by the Hilltop Homeowners Association, Inc. on this the 12th day of December, 2023, and to be effective upon the recording of this Enforcement and Fine Policy in the Real Property Records of Dallas County, Texas.

HILLTOP HOMEOWNERS’ ASSOCIATION, INC

Teresa Mill Potter, President

[Signature], Vice-President

[Signature], Budget Coordinator

Hilltop Homeowners' Association, Inc.

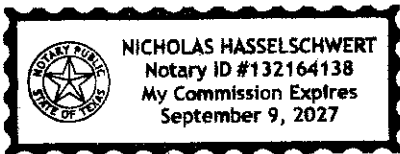
By: Laura A Harper
Duly Authorized Agent

THE STATE OF TEXAS

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§
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COUNTY OF DALLAS

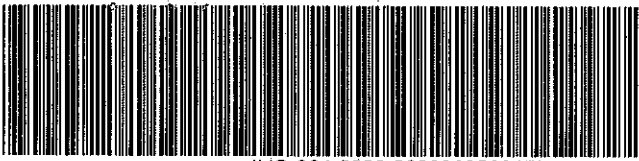
This instrument was acknowledged before me on the 22nd day of December, 2023, by Laura A Harper, duly authorized agent for Hilltop Homeowners Association, Inc.



(Seal)

A handwritten signature in black ink, appearing to read "Nicholas Hasselschwert".

Notary Public in and for the State of Texas
My commission expires: 09-09-2027



VG-364-2023-202300259017

Dallas County
John F. Warren
Dallas County Clerk

Instrument Number: 202300259017

Real Property Recordings

Recorded On: December 28, 2023 12:06 PM

Number of Pages: 4

" Examined and Charged as Follows: "

Total Recording: \$34.00

***** 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: 202300259017
Receipt Number: 20231228000476
Recorded Date/Time: December 28, 2023 12:06 PM
User: Pamela G
Station: CC149

Record and Return To:

HILLTOP HOMEOWNERS ASSOC
PO BOX 800783
BALCH SPRINGS TX 75180



STATE OF TEXAS
Dallas County

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 Records of Dallas County, Texas

John F. Warren
Dallas County Clerk
Dallas County, TX