

CERTIFIED RESOLUTION OF THE BOARD OF DIRECTORS OF
COPELAND WOODS UNIT II HOMEOWNERS ASSOCIATION
ADOPTION OF FINE AND ENFORCEMENT POLICY

WHEREAS, The Copeland Woods Unit II Homeowners Association is a subdivision development (the "**Subdivision**") created by and subject to that certain Declaration of Covenants, Conditions, Assessments, Charges, Servitudes, Liens, Reservations and Easements (Patio Homes) for Copeland Woods Unit II, a part of the Marshall University Survey, A-636, Smith County, Texas, filed in Volume 3533, Page 133 of the Real Property Records of Smith County, Texas and all subsequent amendments thereto (collectively the "**Declaration**"). The operation of the Subdivision and enforcement of the Declaration is vested in Copeland Woods Unit II Homeowners Association (the "**Association**"), acting through its Board of Directors (the "**Board**"), and governed by the Bylaws of Copeland Woods Unit II Homeowners Association (the "**Bylaws**"). The Association is further subject to and governed by Chapter 209 of the Texas Property Code;

WHEREAS, Article V, Section 5.03 of the Declaration authorizes the Association, acting by and through the Board of Directors of the Association (the "**Board**") to assess fines against Owners for violations of the Protective Covenants or the Amendments, as defined in the Declaration;

WHEREAS, Section 209.0061 of the Texas Property Code requires property owners associations that are authorized by their dedicatory instrument to levy fines to adopt an enforcement policy regarding the levying of fines that must include general categories of restrictive covenants for which the association may assess fines; a schedule of fines for each category of violations; and information regarding hearings described by Section 209.007 of the Texas Property Code ("**Chapter 209 Enforcement Hearings**"); and

WHEREAS, at a meeting of the Board conducted on September ____, 2024, the Board approved and adopted the attached Fine and Enforcement Policy (hereinafter referred to as the "**Policy**") that establishes the procedure for the levy of fines for violations of the Declaration and other dedicatory instruments of the Association; provides information regarding Chapter 209 Hearings in compliance with Section 209.0061 of the Texas Property Code; and references the schedule of fines as approved by the Board.

WHEREAS, the Board authorizes Association President Rhamy Morrison to execute this resolution on behalf of the Board adopting the enforcement policy and schedule of fines.

BE IT RESOLVED, that the Board has approved and adopted the Fine and Enforcement Policy attached hereto as Exhibit "A" and that it be recorded in the Official Public Records of Smith County, Texas.

Executed this the 25 day of September, 2024.

[Signature page follows.]

COPELAND WOODS UNIT II HOMEOWNERS ASSOCIATION

By: *Rhamy Morrison*
Name: Rhamy Morrison
Title: President

STATE OF TEXAS
COUNTY OF SMITH

This instrument was acknowledged before me on this the 25 day of September, 2024, by Rhamy Morrison, President of and for Copeland Woods Unit II Homeowners Association, for the purposes therein expressed.

Elizabeth S. Smith
Notary Public, State of Texas

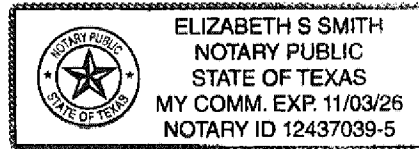


Exhibit "A"**COPELAND WOODS UNIT II HOMEOWNERS ASSOCIATION
FINE AND ENFORCEMENT POLICY**

1. Background. The Copeland Woods Unit II Homeowners Association is a subdivision development (the "**Subdivision**") created by and subject to that certain Declaration of Covenants, Conditions, Assessments, Charges, Servitudes, Liens, Reservations and Easements (Patio Homes) for Copeland Woods Unit II, a part of the Marshall University Survey, A-636, Smith County, Texas, filed in Volume 3533, Page 133 of the Real Property Records of Smith County, Texas and all subsequent amendments thereto (collectively the "**Declaration**"). The operation of the Subdivision and enforcement of the Declaration is vested in Copeland Woods Unit II Homeowners Association (the "**Association**"), acting through its Board of Directors (the "**Board**"), and governed by the Bylaws of Copeland Woods Unit II Homeowners Association (the "**Bylaws**").
2. Fining Authority. Pursuant to Article V, Section 5.03 of the Declaration, the Association may impose fines for any violation of the Protective Covenants or the Amendments or any other dedicatory instrument of the Association (collectively, the "**Governing Documents**"), which shall include but not be limited to the Declaration and Association's Bylaws, Rules and Regulations and Architectural Guidelines (as such terms are defined by the Declaration). The Board, or any managing agent acting on behalf of the Board, has the designated authority to send notices to alleged violators, informing them of their violations and asking them to comply with the Declaration or Bylaws, and/or informing them of potential or probable fines or damage assessments. Notices and enforcement shall comply with the provisions of Texas Property Code Section 209.006.
3. Purpose. In compliance with the requirements of Section 209.0061 of the Texas Property Code, the Board hereby adopts this Fine and Enforcement Policy (the "**Policy**") in order to establish procedures for the levy of fines. The schedule of fines shall be adopted by the Board and set forth as an independent schedule supplementing the Bylaws and Design Guidelines of the Association ("**Schedule of Fines**"). To the extent any provision within this Policy is in conflict with any applicable law, such provision shall be modified or construed to comply with the applicable law. Furthermore, this Policy is intended to supplement the Association's Governing Documents, and it is not intended to replace or override any previously adopted Governing Documents. Unless otherwise stated herein, the Schedule of Fines adopted by the Board hereby shall apply only to specific categories of violations described herein and to violations of the Governing Documents for which the Association has not otherwise established a schedule of fines. To the extent a particular violation may be subject to two or more schedules of fines that establish differing fine amounts, the violation shall be fined pursuant to the schedule of fines with the highest fine amount.
4. Policy. The Association uses fines to discourage violations of the Governing Documents, and to encourage compliance when a violation occurs — not to punish violators or generate revenue for the Association. Although a fine may be an effective and efficient remedy for certain types of violations or violators, it is only one of several methods available to the

Association for enforcing the Governing Documents. The Association's use of fines shall not interfere with its exercise of other rights and remedies for the same violation.

5. Owner's Liability. An Owner is liable for fines levied by the Association for violations of the Governing Documents by the Owner, any occupants of the Owner's Lot ("**Occupants**"), and the relatives, guests, employees, and agents of the Owner and Occupants ("**Related Parties**"). Regardless of who commits the violation, the Association will direct its communications regarding the violation to the Owner, although the Association may also send copies of its notices to an offending Occupant and/or Related Party.
6. Notice of Fine. Except as provided herein, before levying a fine, the Association shall give the Owner a written notice of fine (the "**Notice of Fine**") at the Owner's last known address as shown in the Association records in compliance with the most current version of Section 209.006 of the Texas Property Code and any applicable provisions of the Association's Governing Documents. As of the effective date of this Policy, Section 209.006 requires an initial Notice of Fine to:
 - A. describe the violation that is the basis for the fine;
 - B. inform the Owner that the Owner (i) is entitled to a reasonable period to cure the violation and avoid the fine if the violation is of a curable nature and does not pose a threat to public health or safety; (ii) may request a hearing under Section 209.007 of the Texas Property Code (a "**Chapter 209 Enforcement Hearing**") on or before the 30th day after the date the Notice of Fine was mailed to the Owner; and (iii) may have special rights or relief related to the enforcement action under federal law, including the Servicemembers Civil Relief Act (50 U.S.C. App. Section 501 et seq.), if the Owner is serving on active military duty;
 - C. if the violation is of a curable nature and does not pose a threat to public health or safety, provide the Owner a reasonable period to cure the violation and specify the date by which the Owner must cure the violation in order to avoid the assessment of a fine; and
 - D. be sent by verified mail to the Owner at the Owner's last known address as shown on the Association's records.
7. Violations that are Uncurable or a Threat to Public Health or Safety. If the violation is of an uncurable nature or poses a threat to public health or safety, then the Notice of Fine shall state those items set out in Section 6, Subsections (A), (B)(ii) and (iii), and (D) above and shall omit those items set out in Section 6, Subsections (B)(i) and (C) above. For purposes of this Policy, a violation is considered uncurable if the violation has occurred but is not a continuous action or a condition capable of being remedied by affirmative action and a violation is considered a threat to public health or safety if the violation could materially affect the physical health or safety of an ordinary resident.
8. Continuous and Repeat Violations. If the Owner has been given an initial Notice of Fine and a reasonable opportunity to cure the same or similar violation within the preceding six

(6) months and the Owner either has failed to cure the violation or has committed the same or a similar violation, then the Owner shall not be entitled to an additional Notice of Fine or a Chapter 209 Enforcement Hearing, and the Association shall have the right to exercise any enforcement remedy afforded to it under the Governing Documents, including but not limited to the right to levy a fine pursuant to the Schedule of Fines. If an Owner fails and refuses to cure a violation after having been provided a Notice of Fine as set forth herein and assessed fines in the amounts set forth in the Schedule of Fines, then the Board, in its sole discretion, may determine that such a circumstance is a continuous violation that warrants a levy of a fine based upon a daily, monthly or quarterly amount as determined by the Board.

9. Due Date. Fines are due immediately if the violation is incurable or poses a threat to public health or safety or the Owner has been given an initial Notice of Fine and a reasonable opportunity to cure the same or similar violation within the preceding six (6) months and the Owner either has failed to cure the violation or has committed the same or a similar violation. For all other violations, the fine is due immediately after the later of:
(A) if the Owner does not timely request a Chapter 209 Enforcement Hearing and fails to timely cure the violation, the date that the cure period set out in the Notice of Fine expires;
or (2) if a Chapter 209 Enforcement Hearing is timely requested by the Owner, the date the Board's final decision on the matter is communicated to Owner in writing, assuming the Owner did not timely cure the violation and the fine is confirmed by the Board following the Chapter 209 Enforcement Hearing.
10. Chapter 209 Enforcement Hearings. Chapter 209 Enforcement Hearings shall be requested and conducted in accordance with the following provisions:
 - A. Requesting a Chapter 209 Enforcement Hearing. To be effective, a request for a Chapter 209 Enforcement Hearing must be in writing and received by the Association within thirty (30) days from the date a written Notice of Fine is sent to an Owner by verified mail in compliance with Section 209.006 of the Texas Property Code. The written request for a Chapter 209 Enforcement Hearing must be delivered in person at the office of the Association or sent to the Association by certified mail at the mailing address of the Association or authorized representative as reflected on the most current management certificate filed by the Association pursuant to Section 209.004 of the Texas Property Code. Failure to timely request a Chapter 209 Enforcement Hearing shall waive any right to such a hearing.
 - B. Scheduling and Notice of the Chapter 209 Enforcement Hearing. The Board shall conduct a Chapter 209 Enforcement Hearing within thirty (30) days from the date the Board receives the Owner's timely written request for a hearing. The Board shall also provide the Owner notice of the date, time, and location of the hearing at least ten (10) days prior to the date of said hearing. The notice of the Chapter 209 Enforcement Hearing may be mailed, hand-delivered, or emailed to the requesting Owner and shall be considered delivered on the day it is hand-delivered, mailed to the requesting Owner at his or her last known mailing address with proper postage, or emailed to the requesting Owner at an email address provided to the Association by such Owner. The Board or the requesting Owner may request

a postponement of the scheduled hearing date one (1) time each, and if requested, a postponement shall be granted for a period of no more than ten (10) days from the date of the previously scheduled hearing date unless otherwise agreed to by the Board and the Owner. Additional postponements may be granted by agreement of the parties. The Board shall provide the requesting Owner with the date, time, and location of the rescheduled hearing date at least twenty-four (24) hours in advance of the rescheduled hearing date. Notice of a rescheduled hearing date may be given to an Owner by any reasonable manner designed to provide adequate notice of the rescheduled hearing.

- C. Location of the Chapter 209 Enforcement Hearing. A Chapter 209 Enforcement Hearing may be conducted in conjunction with a meeting of the Board or at a nonpublic work session of the Board. If the Chapter 209 Enforcement Hearing is conducted at a meeting of the Board, it shall be conducted during an executive session of the meeting unless the requesting Owner and the Board agree to conduct it during an open session of the meeting. In addition, a Chapter 209 Enforcement Hearing may be held at a physical location, or at the election of the Board, by video conference technology, provided the Owner is afforded the reasonable ability to present information relevant to the subject matter of the Chapter 209 Enforcement Hearing. Upon the agreement of the Board and the Owner, a Chapter 209 Enforcement Hearing may be conducted at the property that is the subject of the hearing.
- D. Pre-Hearing Disclosure of Evidence Packet. No later than ten (10) days before a Chapter 209 Enforcement Hearing is held by the Board, the Board shall provide to the requesting Owner a packet containing all documents, photographs, and communications relating to the enforcement matter that the Board intends to introduce at the Chapter 209 Enforcement Hearing (the "**Evidentiary Packet**"). The Evidentiary Packet may be mailed, hand-delivered or emailed to the requesting Owner and shall be considered delivered on the day it is hand-delivered, mailed to the requesting Owner at his or her last known mailing address with proper postage or emailed to the requesting Owner at an email address provided to the Association by such Owner. A letter from the Board to the requesting Owner stating that all documents, photographs, and communications relating to the matter that the Board intends to introduce at the Chapter 209 Enforcement Hearing have been produced or that there are no documents, photographs, or communications relating to the matter that the Board intends to introduce at the Chapter 209 Enforcement Hearing shall satisfy the Board's obligation concerning the pre-hearing disclosure of the Evidentiary Packet. If the Board fails to timely provide the Evidentiary Packet to the requesting Owner, the Owner shall be entitled to an automatic fifteen (15) day postponement of the Chapter 209 Enforcement Hearing, unless the Owner agrees to waive the Board's obligation concerning the pre-hearing disclosure of the Evidence Packet.
- E. Attendance at the Chapter 209 Enforcement Hearing. The Board and the requesting Owner may be represented by legal counsel at a Chapter 209 Enforcement

Hearing. In addition, both parties may have other relevant persons attend the Chapter 209 Enforcement Hearing, including the Association's managing agents, members of the architectural committee, architects, contractors, consultants and any other person that either party believes would be in a position to provide information relevant to the subject matter of the hearing.

- F. Conduction of the Chapter 209 Enforcement Hearing. The purpose of the Chapter 209 Enforcement Hearing is to discuss and verify facts and resolve the matters at issue. At the Chapter 209 Enforcement Hearing, a member of the Board (or a designated representative of the Association) shall first present the Association's case against the Owner. The Owner (or the Owner's designated representative) may then present the Owner's information and issues relevant to the appeal or dispute. An audio recording of the Chapter 209 Enforcement Hearing may be made by the Board or the Owner.
- G. Ruling by the Board. The Board's ruling shall be in writing and mailed by certified mail, hand-delivered, or emailed to the requesting Owner within ten (10) business days from the date of the Chapter 209 Enforcement Hearing. The Board may, but is not required to, state the basis for its determinations in the written ruling. There shall be no appeal or reconsideration of the ruling by the Board.

- 11. Schedule of Fines. The Members of the Association have adopted the following general Schedule of Fines:

Uncurable violations:

1st offense	\$50
2nd offense	\$100
3rd and subsequent offenses	\$200

Curable violations:

Note: Fines for a curable violation only apply if the violation is not cured within the specified timeframe included in the Notice of Fine.

New Violation	\$25
1st Repeat*	\$50
2nd Repeat*	\$100
3rd Repeat*	\$200
Subsequent Repeat*	\$500

**Repeat violations are those that re-occur within a six-month period of the initial Notice of Fine.*

Architectural Control Violations

1st offense	\$250.00
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2nd offense	\$350.00
3rd and subsequent offenses	\$450.00

The Board reserves the right to pursue any additional remedies available to the Association under Texas law or the Governing Documents in addition to levying fines.

12. Amendment of Policy. This policy may be revoked or amended from time to time by the Board. This policy will remain effective until the Association records an amendment to this policy in the county's official public records

**Smith County
Karen Phillips
Smith County Clerk**

Document Number: 202401027533

eRecording - Real Property

BY LAWS

Recorded On: September 26, 2024 09:52 AM

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Billable Pages: 8

" Examined and Charged as Follows: "

Total Recording: \$53.00

******* 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: 202401027533

Receipt Number: 20240926000021

Recorded Date/Time: September 26, 2024 09:52 AM

User: Tammy P



**STATE OF TEXAS
COUNTY OF SMITH**

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 Smith County, Texas.

Karen Phillips
Smith County Clerk
Smith County, TX