

## EXHIBIT C

### NORMANDY VILLAGE TOWNHOME OWNERS ASSOCIATION, INC.

#### Notice and Hearing; Schedule of Fines

##### Notice and Hearing.

(a) This policy either affirms or supplements existing enforcement rules and regulations as outlined in Article 12 of the CC&R's. Prior to the imposition of any fine for a violation of the Declaration or the levying of any special individual assessment on an Owner, the Association will give at least two (2) notices; a First Notice of Violation and thereafter a Second Notice, Notice of Fine, shall be given. Each notice shall provide a maximum of ten (10) days each for most violations in compliance with the Declaration and/or Section 209.006 of the Texas Property Code (the "**Property Code**"), as the same may be hereafter amended. Notwithstanding, at the Board's sole discretion, more time may be allotted to cure certain violations on a case by case basis when an extension is requested in writing by the Owner. Prior notice is **not required** with respect to entry onto a Lot by the Association to cure violations that are an emergency or hazardous in nature or pose a threat to the safety, welfare, and well-being of any person, animal, place, or thing or constitutes a nuisance shall not require prior notice.

(b) Notice(s) shall be as follows:

(i) First Notice shall be sent regular U.S. mail.

(ii) Second Notice (**Notice of Fine**) shall be delivered by certified mail.

(iii) The notice must describe the violation or property damage that is the basis for the fine for such violation, and state any amount due the Association from the Owner.

(iv) The notice must inform the Owner that the Owner is entitled to a reasonable time to cure the violation and avoid the fine and that the Owner may request a hearing as outlined in Article 12 of the Declaration, this Policy, and Section 209.007 of the Texas Property Code on or before the 30th day after the Owner receives the notice.

(c) In compliance with Section 209.007 of the Texas Property Code, if the Owner submits a written request for a hearing, the Association shall hold a hearing not later than the thirtieth (30th) day after the date the Board receives the Owner's request, and shall notify the Owner of the date, time and place of the hearing not later than the tenth (10th) 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 be granted by agreement of the parties. If the hearing is to be held before a committee appointed by the Board, the notice shall state that the Owner has the right to appeal the committee's decision to the Board by written notice to the Board.

(d) Provided that such Owner has not requested a hearing in accordance with the above and the violation has not been cured, then the Association shall continue to levy fines per the schedule below, notwithstanding, the schedule provided is a guide and does not constitute a hard and fast rule as the amount of fine a Board can levy for an Owner's non-compliance. Some violations, depending upon the severity or repetition, may warrant more stringent fine enforcement or may warrant a one-time fine in lieu of fining in increments. The amount and frequency in which a fine is levied is at the sole discretion of the Board. Fines may be levied by lump sum or as cumulative. The Association is not entitled to collect a fine from an Owner to whom it has not given notice and an opportunity to be heard, pursuant to Section 209.006 and Section 209.007 of the Texas Property Code.

Any fine levied shall be reflected on the Owner's periodic statements of account or delinquency notices. The number of notices set forth below does not mean that the Board is required to provide each notice prior to exercising additional remedies as set forth in the Declaration. The Board may elect to pursue such additional remedies at any time in accordance with applicable law.

**FINES:**

<u>Violation:</u>	<u>Fine Amount:</u>
Notice of Fine Levied – 1 <sup>st</sup> Notice	<b>\$50.00</b>
Notice of Fine Levied – 2 <sup>nd</sup> Notice	<b>\$100.00</b>
Notice of Fine Levied - 3 <sup>rd</sup> Notice	<b>\$150.00</b>
Notice of Fine Levied – 4 <sup>th</sup> Notice & Beyond	<b>Fine will increase an additional \$50.00 every week until Owner cures the violation</b>

**Note: Once the maximum fine amount of \$1,000.00 is reached and the violation has not been cured the violation process will continue based on the schedule above or the schedule instructed. Each day a violation is not cured constitutes a separate violation process and is enforceable by the Association until such a time the violation is cured or self-help is enacted as a means of abatement which shall be determined at the sole discretion of the Board.**

This policy may be amended at any time and from time to time by the Declarant during the Declarant Control Period and thereafter by the Board of Directors by Resolution without amending the Bylaws, as a stand-alone policy to comport with industry standards, to amend, revise provisions of the policy, or rescind all or any part of the policy, as may be deemed necessary and in the best interest of the Association.