

**DUE PROCESS
FOR
WHITEOAK SHORES OWNERS ASSOCIATION**

COMPLAINT:

Definition: A notification to Management Company of a violation of a published Rule, Regulation, and Covenant, Bylaw or notices published to homeowners and residents by the Board of Directors.

Format: Written complaints only. Verbal complaints will not be accepted for any violation.

Procedure: Complaint must be written to the Management Company

VERIFICATION:

Format: Either A. Written complaint accompanied with a photograph. Or
 B. Written complaint accompanied by a second witness confirmation.

An acceptable witness is:

Another Whiteoak Shore homeowner
Management Company representative
Board Member

Procedure: Complaint must be written to the management

ACTION:

For complaints that are verified:

The management company will send by US mail a written notice to violator as required by the Texas Property Code. Written notice shall contain the following:

- a) The nature of the alleged violation;
- b) The proposed sanction to be imposed;
- c) A statement that a period of not less than thirty (30) days within which the alleged violator may present a written request to the Board of Directors for a hearing (if required by the Texas Property Code);

ENFORCEMENT:

In addition to enforcement created in the Declaration and Bylaws, the Board may levy fines of up to, \$50.00 per owned lot per month per violation at the exclusive discretion of the Board.

This policy is adopted at the Board of Directors meeting of April 4, 2014 and approved by a majority of the quorum present of the Board of Directors, having authority to make such resolutions on April 4, 2014. This resolution will go into effect on June 1, 2014.

BY: Edwin Gimaley
Secretary

ATTESTED: [Signature]

Title: Agent