**Violation Process in Accordance with Chapter 209 of the Texas Property Code**

**MILL CREEK LANDING HOMEOWNERS ASSOCIATION**

PO Box 874 Magnolia, Texas 77353

[11/16/2020]

Version 2.0

1. Call (including president and one director) to homeowner, send email, and send courtesy letter describing the violation.
   1. Document the Homeowner name, address, email, violation, call date, and any notes in MCL Violation Record document
   2. If homeowner has specific rights or relief related to this enforcement action under federal law, including the Servicemember Civil Relief Act (50 U.S.C app. Section 501 et seq.)
      1. advise homeowner of decision to not proceed, and document in MCL Violation Record document
      2. process stops
   3. If homeowner does not have specific rights or relief
   4. If unable to contact homeowner go to Step 2
      1. Go to Process Step 2
2. Board votes to proceed forward or not
   1. If board votes to not proceed,
      1. document board decision in MCL Violation Record document
      2. Go to Step 5
   2. If board votes to proceed, then
      1. Go to Step 3
3. Follow up in 30 days
   1. If violation not remedied then,
      1. prepare Notice of Restrictive Covenant Violation Letter
      2. Letter is to be sent certified mail
      3. Document date letter is sent out on MCL Violation Record
      4. Go to step 4
   2. If violation is remedied within 30 days,
      1. Stop process
      2. Document violation has been remedied in MCL Violation Record
      3. Go to Step 5
4. Follow up in 30 days
   1. If violation not remedied, then update MCL Violation Record and send out Notice of Fine or Charge Letter
   2. If violation not remedied after 1 year, then contact attorney for further guidance and/or (lien applied to property)
5. Call Homeowner and advise of outcomes or decisions

Fee Schedule

$100 per month per violation

Legend

Text Highlighted refers to an actual document