

## HUNTERS POINT PROPERTY OWNERS ASSOCIATION

### Templates for Notices to Property Owners Formal Complaints of Deed Restriction Violations

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#### *Acknowledgement to Complainant about Complaint Received*

Dear {Insert Name},

The HPPOA Board has received your Formal Complaint for a Deed Restriction Violation.

The Board will investigate the concern(s) raised and will determine whether a Deed Restriction Violation exists. We will notify both you and the alleged violator of our decision.

For reference and reminder, please find attached a copy of the Policy and Procedure for Formal Complaints and Deed Restriction Enforcement, our Deed Restrictions, and recent amendment.

Regards,

Hunters Point Property Owners Association Board

#### *Letter to Complainant if NOT a Deed Restriction Violation*

Dear {Insert Name},

The HPPOA Board has reviewed your Formal Complaint for a Deed Restriction Violation.

The Board has determined that this is not a violation of our Revised Deed Restrictions and Covenants for the Hunters Point Subdivision. Therefore, no further action will be taken by Hunters Point, or the Board.

Regards,

Hunters Point Property Owners Association Board

#### *Letter to Complainant if a Deed Restriction Violation Is Determined*

Dear {Insert Name},

The HPPOA Board has reviewed your Formal Complaint for a Deed Restriction Violation.

The Board has determined that this is a violation of our Revised Deed Restrictions and Covenants for the Hunters Point Subdivision. Therefore, the Board will pursue remedy per the attached Policy and Procedure for Formal Complaints and Deed Restriction Enforcement.

Regards,

Hunters Point Property Owners Association Board

#### *Formal Notice of Deed Restriction Violation – First Offense*

Dear {Insert Name},

On {insert date} a formal complaint was raised with the Hunters Point Board of Directors alleging that you have violated {insert section of deed restrictions, or most common, Section 2.19 Animals and Pets} of the Revised Deed Restrictions and Covenants for Hunters Point Subdivision.

The complaint alleges that {insert allegation}. This is in direct violation of the section noted above which requires {insert requirement}.

This Formal Complaint of Deed Restriction Violation is the first associated with your property within the last six months. Therefore, this document serves simply as a formal notice of a violation, per the Policy and Procedure of Formal Complaint and Deed Restriction Enforcement. You may provide a written reply to the Board in response to this Formal Notice. This response will be kept on record with the formal complaint. Unless a formal hearing is specifically requested in your response, a formal hearing will not be scheduled. Note that we must receive your request for a formal hearing within thirty (30) days of receipt of this Formal Notice.

For reference and reminder, please find attached a copy of our Deed Restrictions, recent amendment, and the Policy and Procedure for Formal Complaints and Deed Restriction Enforcement. The Policy and Procedure outlines any steps you may elect to take as follow up to this notice.

Regards,  
Hunters Point Property Owners Association Board

***Formal Notice of Deed Restriction Violation – Second offense***

Dear {Insert Name},

On {insert date} a Formal Complaint was filed with the Hunters Point Board of Directors alleging that you have violated {insert section of deed restrictions, or most common, Section 2.19 Animals and Pets} of the Revised Deed Restrictions and Covenants for Hunters Point Subdivision.

The complaint alleges that {insert allegation}. This is in direct violation of the section noted above, which requires {insert requirement}.

Complaints regarding {issue} have been raised regarding your property within the last six (6) months and a formal notice was sent to you on (date). Because this is the second Formal Notice within six months, and in line with the Policy and Procedure for Formal Complaints and Deed Restriction Enforcement, we may pursue additional action within ten (10) days of this notice.

You may request a hearing with the Board by delivering a written request within thirty (30) days.

For reference and reminder, please find attached a copy of our Deed Restrictions, recent amendment, and the Policy & Procedure for Formal Complaints and Deed Restriction Enforcement. The Enforcement procedure outlines the steps you may elect to take.

Regards,  
Hunters Point Property Owners Association Board

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**Hunters Point Property Owners Association**

16500 Hunters Trail  
Montgomery, TX 77356

**Notice of Formal Hearing**

Dear {Insert Name},

The HPPOA Board has scheduled a hearing regarding the Deed Restriction Violation associated with your property.

The hearing will be held on (Day of Week), (Month), (Date), (Year) at (Location). If you are unable to attend this hearing, please notify (Board member) within 7 days.

Regards,

Hunters Point Property Owners Association Board

Adopted at a Board meeting of the Association on September 21, 2023.