

**CERTIFICATE OF RESOLUTION
FOR
CANDLELIGHT FOREST WEST MAINTENANCE FUND
Procedures Relative to Imposing Fines**

The undersigned, being the duly elected, qualified and acting Secretary of Candlelight Forest West Maintenance Fund, a Texas non-profit corporation, and the keeper of the minutes and records of said corporation, does hereby certify that the following is a true and correct copy of a resolution of this corporation as adopted by the Board of Directors at a duly called meeting held on October 8, 2002.

WHEREAS, the Board of Directors has authorized the procurement of a fining policy; and

NOW THEREFORE BE IT RESOLVED that the following policy be and is hereby adopted by the Board of Directors on behalf of the members of the Association. These fines may be imposed for any infraction of the Declaration, Bylaws, or the Articles of Incorporation (the "Governing Documents").

A. FINING STRUCTURE PER EACH DEED RESTRICTION VIOLATION

The fining structure will be as follows per deed restriction violation:

- | | | |
|------------------|---|---------------------------------|
| 1. First Notice | - | Courtesy Letter |
| 2. Second Notice | - | 2 nd Courtesy Letter |
| 3. Third Notice | - | \$25.00 Fine |
| 4. Fourth Notice | - | \$50.00 Fine |

If the deed restriction violation is not cured after the fourth notice and \$50.00 fine, it will be turned over to the association's attorney.

B. NOTICE

The NOTICE must:

1. Be in writing, sent certified mail, return receipt requested
2. Describe the violation or property damage
3. State any amount due the association by the owner
4. Inform the owner that the owner
 - a. is entitled to a reasonable period to cure the violation and avoid the fine or suspension. (However, if the owner was given NOTICE and a reasonable opportunity to cure a similar violation within the preceding 6 months, the association does not have to provide another cure period.)
 - b. on or before the 30th day after the date the owner receives the NOTICE, may request a hearing before a committee or the board to discuss the issue described in the NOTICE.
5. Advise the owner that the owner may appeal a hearing committee's decision to the board by written NOTICE.

C. HEARING

1. If the owner has a right to a hearing as described in Section 209.006,
 - a. the request for the hearing must be in writing, mailed within 30 days of receipt of NOTICE from the association
 - b. the hearing may be held before a committee appointed by the board or before the board if a committee was not appointed
 - c. the hearing must be held within 30 days of the date the association receives the owner's request for a hearing
 - d. not less than 10 days before the date of the hearing, the association must NOTIFY (in writing) the owner of the date, time and place of the hearing

- e. an automatic postponement to a maximum of 10 days will be granted if requested by either the owner or the board; additional postponements must be agreed to by both parties
- f. the owner may make an audio recording of the hearing
- g. the owner's presence is not necessary to hold the hearing

2. If the association files a lawsuit to foreclose for delinquent assessments or to seek a temporary restraining order or temporary injunctive relief, either party to the suit may file a motion to compel mediation. Alternative dispute resolution services may be used.
3. The association is not required to comply with the NOTICE and hearing requirements of Section 209.007 if it determines it must immediately suspend a person's right to use common areas because the person is in violation of restriction, bylaws or rules affecting the common areas that involves a significant and immediate risk of harm to others in the subdivision.
4. After it temporarily suspends a person's right to use the common elements because of a perceived immediate risk of harm to others, the association must comply with the NOTICE and hearing requirements of this Section in order to reach a final determination of the violation.

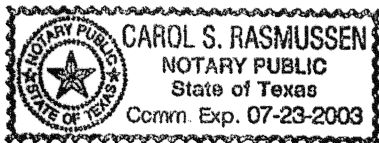
TO CERTIFY WHICH WITNESS our hands on this 10th day of February, 2003.

Jo Ann Plasek
 Jo Ann Plasek, Secretary

STATE OF TEXAS
 COUNTY OF HARRIS

Before me, the undersigned authority, on this day personally appeared, _____, Secretary of Candlelight Forest West Maintenance Fund, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that s/he executed the same for the purposes and consideration, and in the capacity therein expressed.

GIVEN UNDER MY HAND AND SEAL of office on this 10 day of FEBRUARY, 2003.



Carol S. Rasmussen
 Notary Public, State of Texas
CAROL S. RASMUSSEN
 Typed/Printed Name of Notary
 My Commission Expires: 7-23-03

[Handwritten signatures and notes]

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.
 THE STATE OF TEXAS
 COUNTY OF HARRIS
 I hereby certify that this instrument was FILED in File Number Sequence on the date and at the time stamped hereon by me; and was duly RECORDED in the Official Public Records of Real Property of Harris County, Texas on

JUL 16 2003



Bonaly B. Kaufman
 COUNTY CLERK
 HARRIS COUNTY, TEXAS

571-1-1924