

## Deed Restriction Protocols

Purpose: The purpose of the deed restriction reviews is to ensure that our neighborhood maintains property values, safety, and a quality of life established through the original deed restrictions.

The following provides the protocols for addressing potential Deed Restriction Violations:

Step 1: A potential violation to the deed restrictions is observed by a community member or a member of the OFHA Board.

Step 2: A Deed Restriction Review Form is submitted to the Deed Restriction Review Committee. We encourage that the person submitting the form has talked with the person(s) who is in violation but it is not mandatory. We also ask that they submit the form and provide contact information but again it is not mandatory.

Step 3: The Chair of the DR Committee reviews the DR Review Form to ensure that enough information has been obtained to understand the issue and if there is enough information available to determine that there is a violation, the Chair will assign the violation to a committee member to address.

Step 4: The assigned Committee member will have 15 calendar days to contact the person who is in violation by phone, in person, email, or letter and discuss/provide information regarding the potential violation. This step will be considered an informal attempt to address the issue. At any time the assigned committee member has the right to enact a formal process if appropriate.

Step 5: If in violation, and the person agrees to remedy the situation, the person who had the violation will be asked to submit a Violation Response Form. The Violation Response Form will include specific dates to remedy the issue and will be monitored by the assigned Committee member.

Step 6: If the person who is in violation does not agree to remedy the situation or has completed a violation response form and has not adhered to the plan, the DR Chair will submit a formal Deed Restriction Formal Complaint.

Step 7: The person receiving the Deed Restriction Formal Complaint letter will have 15 days to bring the violation into compliance.

Step 8: If the issue is resolved, then the case is closed. If the informal and formal process does not remedy the situation, then the DR Chair will submit a formal complaint to the City of Houston's Deed Restriction Unit and they will proceed from that point.