



DEED RESTRICTION PROCESS - An Overview

The Community Standards department works together with residents to keep Sienna looking aesthetically pleasing and helping to protect home values. We often receive inquiries as to ‘what’ happens if a resident receives a deed restriction courtesy letter or violation. Below is an in-depth look at our deed restriction and fine process and what residents can do to help reach a quick resolution to items.

Communication is key to this process. When you receive a notice, the best thing to do is reach out to the Community Standards Department. The Staff can work with you to create a time frame for the item to be brought into compliance and avoid further escalation. Although residents can reach out at any time in the process, the sooner the better.

Community Standards Coordinators drive each neighborhood quarterly to conduct a detailed inspection of every property. Then, each neighborhood is driven every month to either escalate or close open items.

A **Stage 1/Courtesy Letter** is sent to the property owner (and tenant if leased) identifying the issue and how to resolve it. If the Coordinator sees that it has not been resolved by the next monthly follow-up drive, they will send a **Stage 2/Formal Letter to owner** (and tenant if leased). This letter contains firmer language and gives a deadline for the violation to be corrected.

If this deadline is not met, a **Stage 3/Demand Letter** is sent to the property owner only. At this stage, Staff also hangs a door tag on the property with contact information and will reach out to the owner via email and phone as well. This letter complies with Chapter 209 of the Texas Property Code and lets the owner know that if the violation is not corrected by the deadline provided, it will be sent to the Hearing Advisory Committee (HAC) for fines to be considered and imposed.

The HAC is a committee made up of resident volunteers that meet once a month to review violations for potential fines. One week prior to the HAC meeting, the Coordinators will hang another door tag as well as call and send another email to the property owner. It is our goal to work with residents to reach resolution before fines enter the picture.

If HAC decides to impose fines, a letter is sent to the property owner with the amount and frequency of the fine. If violations have not been corrected after 3-6 months of fines, future fines can potentially double. After 6 months of fines if the property owner has not remedied the violation, or responded to Association communications, the Board of Directors will review the information and consider turning the account over to the Association’s attorney for legal action.

Communication is essential to avoid escalation. The sooner a resident reaches out to the department, the sooner a resolution can be reached. Often, the solution can be handled quickly, and/or an action plan can be developed for those violations that may take longer. Staff wants to work with you, not against you. Contact the Community Standards Department at communitystandards@clubsienna.com or call the Association Office at 281/778-0778 and ask to speak to a member of the Community Standards team.

SIENNA EXCHANGE CLUB Happy Birthday!

The Sienna Exchange Club is very excited to announce that it will celebrate its ‘second birthday’ on May 13! The Sienna Exchange Club is a local service club which is part of the National Exchange Club. The dedicated group of volunteers enjoy contributing their time and talents while serving the Sienna community and Fort Bend County. The Club has an open membership and everyone who is interested is encouraged to join.

Recently, the Sienna Exchange Club took part in April’s month-long program on Child Abuse Awareness by participating in the National Blue Ribbon Project by distributing Blue Ribbons tied to trees at some of Sienna’s local schools. In addition, the Sienna Exchange Club hosted its first annual Sienna Exchange Club Golf Tournament on April 8, to raise funds for this worthy cause. The event also served to bring mindfulness to the over 2,000 children within Fort Bend County who were victims of Child Abuse in 2023. Many precious children’s lives can be changed and rescued through our volunteer efforts!

Friends and neighbors, please consider joining in the birthday celebration on **Monday, May 13, from 6 - 7:30 p.m., at the Sawmill Lake Club** (10323 Mount Logan). *Everyone is welcome!*

