

## Records Production and Copying Policy for Chambers Landing Homeowners Association, Inc.

WHEREAS, Chambers Landing Homeowners Association (the "Association") constitutes a property owners association under the provisions of Chapter 209 of the Texas Property Code (the "Code") and is composed of fifteen (15) or more lots;

WHEREAS, Section 209.005(m) of the Code requires the Association to adopt a records production and copying policy that prescribes the costs the Association will charge for the compilation, production, and reproduction of information requested by a member of the Association (the "Member") in accordance with the terms of Section 209.005 of the Code; and

WHEREAS, the Board of Directors of the Association (the "Board") desires to adopt such a records production and copying policy as required under Section 209.005(i) of the Code.

NOW, THEREFORE, the Board hereby adopts this Records Production and Copying Policy (the "Policy") as set forth below.

### Books and Records Subject to Production:

Subject to the terms of this Policy and Section 209.005 of the Texas Property Code and any amendment thereto, the Association will make its books and records, including financial records, to the extent such books and records are in the possession, custody, or control of the Association, open to and reasonably available for examination by a Member of the Association or a person designated in a written instrument signed by the Member as the Member's agent, attorney, or certified public accountant, in accordance with Section 209.005 of the Code (the "Requesting Party"). A Requesting Party is also entitled to obtain copies of the information contained in the Association's books and records which are required to be retained by the Association's Document Retention Policy.

Except as provided by Section 209.005(d) of the Code, an attorney's files and records relating to the Association are not records of the Association and are not subject to inspection by a Requesting Party or subject to production in a legal proceeding.

In accordance with the provisions of Section 209.5(k) of the Code, and except as otherwise authorized or required pursuant to Section 209.005(l) of the Code, the Association shall not release or allow inspection

- of any books or records that identify the dedicatory instrument violation history of an individual Member
- of a Member's personal financial information, including records of payment or nonpayment of amounts due to the Association
- of a Member's contact information, other than his or her address
- of information related to an employee of the Association, including personnel files

### Procedures for Requesting Inspection and/or Copying of Association Records:

#### Request for Information:

To inspect or obtain copies of the Association's records, a Requesting Party must submit a written request for information delivered

- informally, in person or by mail or email to the elected Secretary or
- by certified mail to the Association at its designated representative's mailing address as reflected on the current recorded management certificate for the Association.

The request must describe with sufficient detail the Association's books and records being requested and the chosen delivery medium and method of delivery.

#### Production Costs:

Expenses incurred by providing copies will be passed on to the Requesting Party. There is no charge where no expense is incurred.

1. Paper copies can be produced with the Requesting Party paying the expenses of
  - a. per page printing or copying at a commercial copy center and
  - b. mileage for travel to do the copying charged at GSA personally owned vehicle rates
  - c. packaging and mailing expenses for the Requesting Party's chosen delivery method
  - d. Travel and labor time at the highest rate permissible (currently \$15 per hour under 2011 HOA law).
2. Electronic copies can be transmitted by email or using any appropriate emerging technology
3. Copies can be made on media delivered and picked up by the Requesting Party provided the Association officer has the technology available to work with the media.

### Advance Payment of Production and Copying Charges:

The Association requires advanced payment of an estimated amount for production cost of records, based on charges listed in Production Costs. Within 30 business days after delivering the copies, the Association will send a final invoice. The balance is due within 30 days after the final invoice is sent. If a refund is due, the Association will send it within 30 business days after the final invoice is sent.

### Certification:

In WITNESS WHEREOF, the undersigned, Jane Abel, as the duly elected, qualified, and acting Secretary of Chambers Landing Homeowners Association, Inc., a Texas nonprofit corporation, hereby certifies on behalf of the Association that this Records Production and Copying Policy was duly adopted by the Board of Directors of the Association at a meeting of the Board held on June 30, 2013, and shall take effect upon its recording in the Official Public Records of Navarro County, Texas.

CHAMBERS LANDING HOMEOWNERS ASSOCIATION, INC.,  
a Texas nonprofit corporation

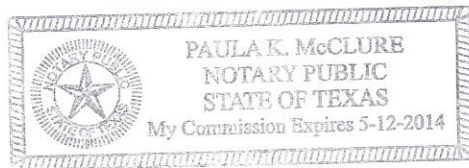
  
BY: Jane Abel  
ITS: Secretary

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THE STATE OF TEXAS §

COUNTY OF NAVARRO §

This instrument, the Records Production and Copying Policy, was acknowledged before me on this 1<sup>st</sup> day of July, 2013, by Jane Abel, Secretary of Chambers Landing Homeowners Association, Inc., a Texas nonprofit corporation, on behalf of said corporation.



Paula K. McClure  
Notary Public Signature

AFTER RECORDING RETURN TO:

Chambers Landing Homeowners Association, Inc.  
Jane Abel, Secretary  
Post Office Box 1353  
Corsicana, Texas 75110