

White Oak Ranch Subdivision Homeowners Association, Inc. Records Production Policy

This Records Production Policy was approved by the board of Directors of White Oak Ranch Subdivision Homeowners Association, Inc. (Association) on the 15th day of December, 2011.

I. Copies of Association records will be available to all Owners upon their proper request and at their own expense. A proper request:

- a) is sent certified mail to the Association's address as reflected in its most recent management certificate;
- b) is from an Owner, or the Owner's agent, attorney, or certified public accountant; and
- c) contains sufficient detail to identify the records being requested.

II. Owners may request to inspect the books and records or may request copies of specific records.

- a) If the owner makes a request to inspect the books and records, then the Association will respond within 10 business days of the request, providing the dates and times the records will be made available and the location of the records. The Association and the owner shall arrange for a mutually agreeable time to conduct the inspection. The Association shall provide the owner with copies of specific documents upon the owner paying the Association the cost thereof.
- b) If an owner makes a request for copies of specific records, and the Association can provide the records easily with no cost, then the Association will provide the records to the owner within **10 business days** of the owner's request.
- c) If the owner makes a request for copies of specific records, the Association shall send a response letter advising on the date that the records will be made available (within **15 business days**) and the cost the owner must pay before the records will be provided. Upon paying the cost to provide the records, the Association shall provide the records to the owner.

III. The Association hereby adapts the following schedule of costs:

COPIES	10 cents per page, for a regular 8.5" x 11" or 8.5" x 14" page 50 cents per page, for pages 11" x 17" or greater Actual cost, for specialty paper (color, photograph, map, etc....) \$1.00 each for CD or audio cassette \$3.00 each for DVD
LABOR	\$15.00 per hour for actual time to locate, compile and reproduce the records (can only charge if request is greater than 50 pages in length)
OVERHEAD	20% of the total labor charge (can only charge if request is greater than 50 pages in length)
MATERIALS	actual costs of labels, boxes, folders, and other supplies used in producing the records, along with postage for mailing the records.



IV. The Association hereby adopts the following form of response to Owners who request to inspect the Association's Books and Records:

White Oak Ranch Subdivision Homeowners Association, Inc.
Response to Request for Association Records

Date _____

Dear Member,
On _____, the Association received your request to inspect the books and records of the Association. The books and records of the Association are available for you to inspect on regular business days, between the hours of 9 a.m. and 5 p.m. at office of the Association located at _____.

Please contact the Association Treasurer at _____ to arrange for a mutually agreeable time for you to come and inspect the books and records. Please be advised that if you desire copies of specific records during or after the inspection, you must first pay the associated costs before the copies will be provided to you. A schedule of costs is included with this response

Sincerely,

White Oak Ranch Subdivision Homeowners Association, Inc.

V. The Association hereby adopts the following form of response to Owners who request copies of specific records.

White Oak Ranch Subdivision Homeowners Association, Inc.
Response to Request for Association Records

Date _____

Dear Member,

On _____, the Association received your request for copies of specific Association records. We are unable to provide you with the requested records within 10 days of your request. However, the requested records will be available to you no later than 15 business days after the date of this response.

In order to obtain the records you must first pay the Association the cost of providing the records to you. The estimated cost to obtain records you requested is \$_____. Upon receiving payment, the Association will mail the requested documents to you. You may also make payment and pick up the documents in person. Please contact the Association Secretary at _____, to arrange a mutually agreeable time and place.

Sincerely,

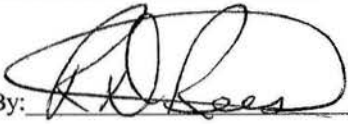
White Oak Ranch Subdivision Homeowners Association, Inc.

VI. If the estimated cost provided to the Owner is more or less than the actual cost of producing the documents, the Association shall, within 30 days after providing the records, submit to the owner either an invoice for additional amounts owed or a refund of the overages paid by the Owner.

VII. Unless authorized in writing or by court order, the Association will not provide copies of any records that contain the personnel information of an owner, including restriction violations, delinquent assessments, financial information, and contact information.

White Oak Ranch Subdivision Homeowners Association, Inc.
CERTIFICATION

"I, the undersigned, being the Secretary of White Oak Ranch Subdivision Homeowners Association, Inc., hereby certify that the foregoing Resolution was adopted by at least a majority of the Board of Directors of White Oak Ranch Subdivision Homeowners Association, Inc. on the 15th day of December 2011"

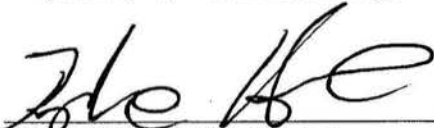
By:  _____, Secretary
Richard D. Rees



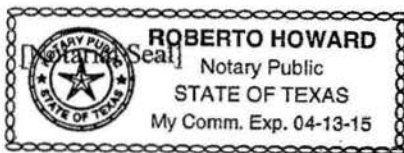
STATE OF TEXAS §
 §
COUNTY OF MONTGOMERY §

Before me, the undersigned authority, on this day personally appeared Richard D. Rees, Secretary of White Oak Ranch Subdivision Homeowners Association Inc., a Texas corporation, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that he/she had executed the same as the act of said corporation for the purpose and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office this 4th day of JANUARY 2012.



Notary Public, State of Texas



ROBERTO HOWARD
Printed Name

My commission expires: 04-13-15

After Recording Return To:
Richard D. Rees
12305 Oak Cove Pt
Conroe, TX 77304

FILED FOR RECORD

01/04/2012 3:07PM

Mark Turnbull

COUNTY CLERK
MONTGOMERY COUNTY, TEXAS

STATE OF TEXAS
COUNTY OF MONTGOMERY

I hereby certify this instrument was filed in file number
sequence on the date and at the time stamped herein
by me and was duly RECORDED in the Official Public
Records of Montgomery County, Texas.

01/04/2012



Mark Turnbull

County Clerk
Montgomery County, Texas