

**CERTIFICATE OF ADOPTION OF RECORDS PRODUCTION AND COPYING  
POLICY**

**OF**

**ARBOR TRACE COMMUNITY ASSOCIATION**

**WHEREAS**, the Board of Directors (the "Board") of the Arbor Trace Community Association, a Texas non-profit corporation (the "Association") is charged with administering and enforcing those certain covenants, conditions, and restrictions contained in that certain Declaration of Covenants, Conditions, and Restrictions recorded in the office of the County Clerk of Montgomery County, Texas under Clerk's File No. 2020045420, as said instrument has been or may be amended or supplemented from time to time, encumbering the Arbor Trace community; and

**WHEREAS**, Chapter 209 of the Texas Property Code was amended effective January 1, 2012, to add Section 209.005 ("Section 209.005") thereto; and

**WHEREAS**, Section 209.005(i) of the Texas Property Code requires a property owners' association to adopt a records production and copying policy that prescribes the costs the association will charge for compilation, production and reproduction of information requested under Section 209 of the Texas Property Code; and

**WHEREAS**, the Board has determined that in connection with producing and copying records, it is appropriate for the Association to adopt a records production and copying policy; and

**WHEREAS**, the Bylaws of the Association provides that a majority of the number of Directors shall constitute a quorum for the transaction of business and that the action of a majority of Directors at a meeting at which a quorum is present is the action of the Board; and

**WHEREAS**, the Board held a meeting on May 13, 2020 at which at least a majority of the Directors were present and duly passed the records production and copying policy described herein below (the "Records Production and Copying Policy").

**NOW, THEREFORE**, to give notice of the matters set forth herein, the undersigned, being an officer of the Association, does hereby certify that at a meeting of the Board held on May 13, 2020, at which at least a majority of Directors were present, the Board duly adopted the Records Production and Copying Policy set forth below. The Records Production and Copying Policy is effective May 13, 2020 and supersedes any guidelines or policy for records production and copying which may have previously been in effect. The Records Production and Copying Policy is as follows:

- I. Request for Books and Records:** Copies of the Association's books and records will be reasonably available to all Owner's or a person designated in a writing signed by the Owner as the Owner's agent, attorney, or certified public accountant ("Owner's Authorized Representative") upon proper request and at the Owner's expense. A proper request:

- a. Must be sent by certified mail to the Association or the Association's authorized representative at the address as reflected in the Association's most recent management certificate as recorded in the Office of the County Clerk;
- b. Must be from an Owner or an Owner's Authorized Representative (herein, the Owner and the Owner's Authorized Representative being collectively called the "Requestor");
- c. Must contain sufficient detail to identify the books and records of the Association being requested (herein the "Requested Records"); and
- d. Must designate whether the Requestor is requesting to inspect the Requested Records or requesting to have the Association forward copies of Requested Records to the Requestor.

**II. Association's Response:** The Association shall respond to the Requestor's request in writing.

- a. **Request to Inspect:** Upon receipt of a proper request to inspect the Requested Records as outlined above, the Association will send written notice to the Requestor on or before ten (10) business days after the Association receives the proper request, and provide dates and times during normal business hours that the Requested Records will be made available for inspection by the Requestor (to the extent the Requested Records are in the possession, custody or control of the Association and are not otherwise privileged and therefore protected from inspection). The Association and the Requestor shall arrange for a mutually agreeable time to conduct the inspection. If copies of the Requested Records are made at the inspection, the Association shall provide the Requestor with copies upon receipt of the cost thereof as described below.
- b. **Request for Copies:** If a request for copies of Requested Records is made, the Association shall send written notice to the Requestor on or before ten (10) business days after the Association receives the proper request advising the Requestor of the date that the Requested Records will be made available, and the cost that must be received by the Association before the Requested Records will be provided. Upon receiving payment for the Requested Records, the Association will produce the Requested Records to the Requestor by sending the Requested Records to the Requestor by regular U.S. Mail at the Requestor's address shown in the request, or upon written request, the Requestor may pick up the Requested Records from the Association's management company. The Association may provide the Requested Records in hard copy, electronic format, or other format reasonable available to the Association
- c. **Additional Time:** If upon review of a proper request to inspect or copy documents, the Association determines it cannot comply with the request within ten (10) business days after receipt of the request by the Association, the Association shall send the Requestor a written notice (within such ten (10) business day period) that informs the Requestor that the Association is unable to produce the Requested Records on or before the tenth (10<sup>th</sup>) business day after the Association received the request and that the Requested Records will be produced for inspection, or copied and mailed (subject to receipt of payment as

set forth herein), as the case may be, on or before fifteen (15) business days from the date the notice is mailed to the Requestor.

**III. Costs:** The Association hereby adopts the following schedule of costs:

a. Copies:

- i. 10 cents per page for a regular 8.5" x 11" page
- ii. 50 cents per page for pages 11" x 17" or greater
- iii. Actual cost for specialty paper (color, photograph, map, etc.)
- iv. \$1.00 for each CD or audio cassette;
- v. \$3.00 for each DVD

b. Labor:

\$15.00 per hour for actual time to locate, compile, and produce the records for any copy request of 50 pages or more.

c. Overhead

20% of the total labor charge for any request of 50 pages or more.

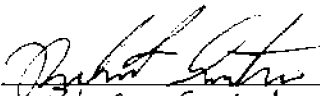
d. Materials

Actual cost of labels, boxes, folders, and other supplies used in producing the records, along with postage for mailing the records.

**IV. Cost Reconciliation:** If the estimated cost provided to the Requestor is more or less than the actual cost of producing the Requested Records, the Association shall, within thirty (30) days after producing the Requested Records, submit to the Requestor, either an invoice for additional amounts owed or a refund of the overages paid by the Requestor. If the final invoice includes additional amounts due from the Requestor, the additional amounts, if not reimbursed to the Association before the thirtieth (30<sup>th</sup>) day after the date the invoice is sent to the Requestor, may be added to the Owner's account as an assessment by the Association. If the estimated costs exceeded the final invoice amount, the Requestor is entitled to a refund, and the refund shall be issued to the Requestor not later than the thirtieth (30<sup>th</sup>) business day after the date the invoice is sent to the Requestor.

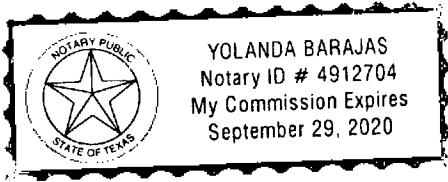
**EXECUTED** on the date of the acknowledgement set forth herein below, to be effective as set forth above.

ARBOR TRACE COMMUNITY ASSOCIATION, a  
Texas non-profit corporation

By:   
Name: Robert Santini  
Title: President

THE STATE OF TEXAS     §  
  §  
COUNTY OF HARRIS     §

This instrument was acknowledged before me on July 30, 2020, by Robert Santini, President of the Arbor Trace Community Association, a Texas non-profit corporation, on behalf of said corporation.



[Handwritten Signature]  
Notary Public, State of TEXAS

**E-FILED FOR RECORD**  
07/31/2020 02:27PM



COUNTY CLERK  
MONTGOMERY COUNTY, TEXAS

STATE OF TEXAS,  
COUNTY OF MONTGOMERY

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

**07/31/2020**



County Clerk  
Montgomery County, Texas