

GREENSBROOK HOMEOWNER'S ASSOCIATION, INC.

RECORDS PRODUCTION AND COPYING POLICY

Acting through its Board of Directors, the Greensbrook Homeowner's Association (the "Association") has adopted the following RECORDS PRODUCTION AND COPYING POLICY in accordance with the Texas Property Code which addresses the statutory notice of the posting and recordation of the Association's governing documents and the right of Owners to inspect and exam the books and records of the Association.

GOVERNING DOCUMENTS. As used herein, "Governing Documents" shall have the meaning set forth in the Texas Property Code Section 202.001, including dedicatory instruments such as declarations, restrictive covenants, by-laws, rules and regulations of the Association and all lawful amendments thereto.

RECORDATION OF ALL GOVERNING DOCUMENTS. The Association shall file all governing documents in the real property records of Harris County.

ONLINE POSTING OF GOVERNING DOCUMENTS. The Association shall make all of the Governing Documents relating to the Association as filed in the county records available on a website if the Association maintains a publicly accessible website.

1. **EXAMINATION OF BOOKS & RECORDS.** Pursuant to Section 209.005 of the Texas Property Code, the Association shall make its books, records, and financial records reasonably available for examination by an Owner, or a person designated in writing signed by the Owner as the Owner's agent, attorney, or certified public accountant, all of which are referred to collectively as ("Owner"). The Association may produce books and records requested under this section in hard copy, electronic, or other format reasonably available to the Association.
2. **WRITTEN REQUEST TO INSPECT OR COPY.** Requests to inspect or copy Association books and records must be made in writing and sent by certified mail to the Association at P.O. Box 111502, Houston, TX 77293. The request must contain an election either to: (I) inspect the books and records before obtaining copies; or (ii) have the Association forward copies of the requested books and records. The request should also contain sufficient detail or description as to identify the documents requested. To the extent the books and records being requested are in the possession, custody or control of the Association, the Association shall send written notice to the Owner within 10 business days after the date the request is received with the available dates and times during which the Owner may inspect the records. Or, if copies were requested, the Association shall send the copies or notice that the Association is unable to produce the records within 10 business days after the request for copies is received. The notice shall state a reasonable date by which the records or copies will be made available.
3. **PAYMENT OF ESTIMATED COSTS.** The Association may require advance payment of the estimated costs of compilation, production, and reproduction of the requested information. If the estimated costs are lessor or greater than the actual costs, the Association shall submit a final invoice to the Owner within 30 business days after the date the information is delivered. If the final invoice includes additional amounts due from the Owner, the additional amounts, if not reimbursed to the Association within 30 business days after the final invoice is sent to the Owner, will be added to the Owner's account as an assessment. If the estimated costs exceeded the final invoice amount, the Owner is entitled to a refund, and the refund shall be issued to the Owner within 30 business days.
4. **COSTS FOR DOCUMENT COMPILATION, PRODUCTION, AND REPRODUCTION.** The following schedule of costs is adopted pursuant to Chapter 70 of the Texas Administrative Code. Note

that each side of a page that has recorded information is considered a page. The charges in this subsection are to cover the materials onto which information is copied and do not reflect any additional charges, including labor, that may be associated with a particular request.

STANDARD PAPER COPY: The charge for standard paper copies (8.5" x 11) or (8.5" x 14) reproduced in black and white by means of an office machine copier or a computer printer is \$0.10 per page or portion of a page. The charge for color copies or non-standard paper copies (11" x 17") or larger is \$0.50 per page.

CD OR DVD, DISKETTE, OR OTHER ELECTRONIC MEDIA. The copying charge per CD shall be \$1.00. The charge per DVD or other electronic media shall be \$3.00.

PDF OR OTHER IMAGE FILE. The copying charge for a PDF file shall be \$0.50 per PDF or other image file.

LABOR CHARGE. The labor and administrative costs for processing a request for the location, production, compilation and reproduction of records greater than 50 pages shall be \$15.00 per hour if clerical staff performs the task on behalf of the Association. The hourly rate may increase if an attorney, CPA or other third party professional performs the compilation or production task. The Association shall have the authority to increase the labor costs annually in accordance with the Consumer Price Index for all Urban Consumers as published by the U.S. Bureau of Labor and Statistics or similar index. The Association may add a 20% overhead charge to the total labor charge to cover such costs as depreciation of capital assets, rent, maintenance and repair, utilities, and administrative overhead associated with a particular request greater than 50 pages.

REMOTE DOCUMENT RETRIEVAL CHARGE. If the Association has a contract with a commercial records storage company, whereby the private company charges a fee to locate, retrieve, deliver, and return to storage the needed record(s), no additional labor charge shall be factored in for time spent locating documents at the storage location by the private company's personnel. If after delivery to the Association, the boxes must still be searched for records that are responsive to the request, a labor charge may be charged as provided above.

POSTAL AND SHIPPING CHARGES. The Association may add any related postal or shipping expenses which are necessary to transmit the reproduced information to the requesting party.

MISCELLANEOUS SUPPLIES. The actual cost of miscellaneous supplies, such as labels, boxes, and other supplies used to produce the requested information, may be added to the total charge for public information.

5. PERSONAL RECORDS NOT AVAILABLE FOR INSPECTION. The Association shall not release or allow inspection of any books or records that identify the dedicatory instrument violation history of an individual Owner, an Owner's personal financial information, including records of payment or nonpayment of amounts due to the Association, an Owner's contact information, other than the Owner's address, or information related to an employee of the Association, including personnel files. Information may be released in an aggregate or summary manner that would not identify an individual property Owner. However, the books and records shall be released or made available for inspection upon (i) the express written approval of the owner whose records are the subject of the request for inspection; (ii) a court order for the release or inspection of the books and records.
6. AMENDMENT OF POLICY. This policy may be amended from time to time by the Board. To the extent these guidelines contradict with any previous guidelines, rules, covenants, or restrictions, these guidelines shall control. These guidelines are supplementary and are in addition to any and all other covenants, conditions, restrictions, rules, and guidelines in effect for the Association.

This Policy shall be effective upon recordation in the real property records of Harris County and supersedes any policy regarding document retention which may have previously been in effect. Except as affected by Chapter 209 of the Texas Property Code and/or by this policy, all other provisions contained in the Declaration or any other dedicatory instruments of the Association shall remain in full force and effect.

VERIFICATION

STATE OF TEXAS §
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COUNTY OF HARRIS §

Before me, the undersigned authority, on this day personally appeared Calvet Shelley, President of the Greensbrook Homeowner'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 _____, day of March, 2019.

Notary Public, State of Texas

Printed name

My Commission Expires: _____