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Notice

BROOKFIELD TOWNHOUSE COMMUNITY ASSOCIATION, INC.
BOOKS AND RECORDS PRODUCTION POLICY

STATE OF TEXAS §
 §
COUNTY OF HARRIS §

WHEREAS, Brookfield Townhouse Community Association, Inc. (the "Association") is the governing entity for Brookfield Townhouse, an addition in Harris County, Texas, according to the map or plat thereof, recorded in the Map Records of Harris County, Texas, under Volume 197, Page 99, along with any amendments, supplements, replats, and annexations (collectively referred to as the "Subdivision"); and

WHEREAS, Chapter 209 of the Texas Property Code was amended, effective January 1, 2012, to add Section 209.005, which requires the Association to adopt and record a policy regarding guidelines for production of Association Books and Records to owners; and

WHEREAS, the Association, through its Board of Directors, shall have and may exercise discretionary authority concerning the restrictive covenants contained herein;

NOW THEREFORE, in order to comply with Section 209.005, the Association hereby adopts the following Books and Records Production Policy:

I. Copies of Association Books and 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; and
- b. is from an Owner, or, if authorized in writing by the Owner, the Owner's agent, attorney, or certified public accountant; and
- c. contains sufficient detail to identify the Books and Records being requested.

II. Owners may request to inspect the Books and Records OR may request copies of specific Books and Records.

-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 Books and Records will be made available and the location of the Books and 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 requested during the inspection upon the owner paying the Association the cost thereof.

BROOKFIELD TOWNHOUSE COMMUNITY ASSOCIATION, INC.

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

V.

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.

IV.

MATERIALS
Actual costs of labels, boxes, folders, and other supplies used in producing the Books and Records

OVERHEAD

20% of the total labor charge
(can only charge if request is greater than 50 pages in length or as otherwise provided by law)

LABOR
\$15.00 per hour, actual time to locate, compile and reproduce the Books and Records
(can only charge if request is greater than 50 pages in length or as otherwise provided by law)

\$1.00 for each CD or audio cassette and \$3.00 for each DVD

Actual cost, for specialty paper (color, photograph, map, etc.)

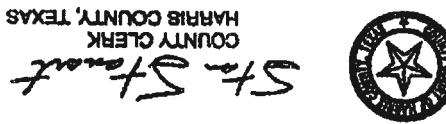
50 cents per page, for pages 11" x 17" or greater

10 cents per page, for a regular 8.5" x 11" page

COPIES

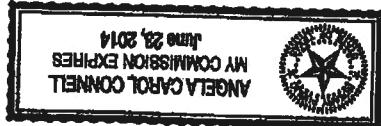
III. The Association hereby adopts the following schedule of costs:

If the owner makes a request for copies of specific Books and Records, the Association shall, within 10 business days of the owner's request, send a response letter advising on the date that the requested copies will be made available (must be available within 15 business days of the response letter) and the cost the owner must pay before the requested copies will be provided. Upon paying the cost of producing the requested copies, the Association shall provide the requested copies to the owner.



DEC 30 2011

COURT OF COMMON LAW
CLERK'S OFFICE
HARRIS COUNTY, TEXAS
RECORDED BECAUSE OF COURT OF RECORDS
AND PROSECUTION OF CRIMINAL AND MUNICIPAL CASES
IN THE STATE OF TEXAS
ANY PERSON WHO PRACTICES THE SAME BEING ON USE OF THE SERVICES REA
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After Recording Return to:
HOLT & YOUNG, P.C.
11200 Richmond Ave., Ste. 450
Houston, Texas 77082

Notary Public, State of Texas

Given under my hand and seal of office this 30 day of December, 2011.

BEOFRE ME, the undersigned authority, on this day, personally appeared the person whose name is subscribed to the foregoing instrument and acknowledged to me that they executed the same as the act of the Association for the purpose and consideration herein expressed and in the capacity therein stated.

COUNTY OF HARRIS

STATE OF TEXAS

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ACKNOWLEDGMENT

Print Name: Mike F. LeeBy: Mike F. Lee, President

"I, the undersigned, being the President of Brookfield Townhouse Community Association, Inc., hereby certify that the foregoing Resolution was adopted by at least a majority of the Association Board of Directors on the Dec 20, 2011 day of

CERTIFICATION

Stan Stanier
COUNTY CLERK
HARRIS COUNTY, TEXAS

FILED

2011 DEC 30 PM 2:51