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## CROSSWIND PROPERTY OWNERS ASSOCIATION, INC. RECORDS PRODUCTION POLICY

This Records Production Policy was approved by the Board of Directors for CROSSWIND ROPERTY OWNERS ASSOCIATION, INC., on the 1.3 day of February, 2012.

> Çopies of`Association records will be avallable to all Owners upon proper request and at their own expense. A proper request:

- is seat reflected mail to the Association's address as reflected in its most recent prápágement certificate;
- is from an Owner, or the Owner's agent, attorney or certified public accountant; and
- 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 or 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 adopts the following schedule of costs: (Subject to change by resolution of Board as prevailing rates change and are filed)

10 cents per page, for a regular 6.5" x 11" page 50 cents per page, for pages 11" x 17" or greater COPIES

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

\$1.00 for each CD or audio cassette

\$3.00 for each 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)



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	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 producing the records, along with postage for mailing the records.
( (N.)	The Association h to inspect the Ass	ereby adopts the following form of response to Owners who request sociation's Books and Records:
	CROSSWIN RESPONSE TO I	ID PROPERTY OWNERS ASSOCIATION, INC. REQUEST TO INSPECT ASSOCIATION RECORDS
		•
<		(date)
	<b>'///</b>	
Dear Homeow	vner.	<b>)</b>
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 the office of Association, located at 105 Hornsby Lane,		
Spicewood, To	n the nours <del>of 9</del> a.m. exas 78669.	and 5 p.m., at the office of Association, located at 105 Hornsby Lane,
Diago		
for you to com	e contact the Associati	ion's manager at ( to arrange for a mutually agreeable time oks and repords. 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 yo	eu. A schedule of cost	ts is included with this response.
		Very truly yours,
		CROSSWIND PROPERTY OWNERS ASSOCIATION,
		INC.
IV.	The Association	hereby adopts the following form of response to Owners who
•••	request copies of	specific records:
		D PROPERTY OWNERS ASSOCIATION, INC. TO REQUEST FOR ASSOCIATION RECORDS
		(delle)
Dear Homeow	ner:	
However, the I	are unable to provide y	Association received your request for copies of specific Association you with the requested records within 10 business days of your request. I be available to you no later than 15 business days after the date of this
response.		
		$\checkmark/$ $\land \bigcirc$ $)$
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In order to obtain the records, you must first pay the Association the estimated cost of providing the records to you. The estimated cost to obtain the 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 at the office of the Association, located at 105 Hornsby Lane, Spicewood, Texas Very truly yours. CROSSWIND PROPERTY OWNERS ASSOCIATION. र्स 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 vecords, submit to the owner either an in voice for additional amounts owed or a refund of the overlages paid by the Owner. Unless authorized in writing or by court order, the Association will not provide copies VII. of any records that contain the personal information of an owner, including restriction violations, delipquent assessments, financial information and contact information (other than an owner's address); additionally, no privileged attorney-client communications or attorney work product documents will be provided; and no employee information (including personnel file) will be released. The Owner hereby Indemnifies and holds harmless the Association for any and all information that is accidentally disseminated. With regards to the inspection of ballots, only persons who tabulate ballots under VIII. 209.00594 (TPC) may be given access to the ballots cast in an election or vote. CERTIFICÁTION "I, JANET THOMAS, being the President of CROSSWIND PROPERTY OWNERS ASSOCIATION. INC., hereby certify that the foregoing Resolution was adapted by at least a majority of CROSSWIND PROPERTY OWNERS ASSOCIATION, INC.'s Board of Directors.' CROSSWIND PROPERTY OWNERS ASSOCIATION. INC., a Texas consoration Its President

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## **ACKNOWLEDGMENT**

state of texas county of <u>VRAVIS</u>

This instrument was acknowledged before me on the 13 day of February, 2012, by JANET THOMAS President of CROSSWIND PROPERTY OWNERS ASSOCIATION, INC., a Texas corporation, on

behalf of the corporation.

DÓN JOHN EROW III lotary Public/State of Text My Commission Expires January 08, 2016

Notary Public, State of Texas

Notary's printed name:
Dow John Chaw

My Commission Expires: \_//&

FILED AND RECORDED

OFFICIAL PUBLIC RECORDS

Feb 16, 2012 03:57 PM

2012024261

GONZALESM: \$28.00

Pana DeBeauveir, County Clerk Fravis County TEXAS

**AFTER RECORDING RETURN TO:** YATES LAW FIRM A PROFESSIONAL CORPORATION P. O. BOX 8903 **HORSESHOE BAY, TEXAS 78657** 

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