



CROSSWIND PROPERTY OWNERS ASSOCIATION, INC. RECORDS PRODUCTION POLICY

This Records Production Policy was approved by the Board of Directors for CROSSWIND PROPERTY OWNERS ASSOCIATION, INC., on the 13 day of February, 2012.

I. Copies of Association records will be available to all Owners upon 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 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)**

COPIES

10 cents per page, for a regular 8.5" x 11" page
50 cents per page, for pages 11" x 17" or greater
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)

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.

IV.

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

**CROSSWIND PROPERTY OWNERS ASSOCIATION, INC.
RESPONSE TO REQUEST TO INSPECT ASSOCIATION RECORDS**

_____(date)

Dear Homeowner:

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, Texas 78669.

Please contact the Association's manager 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.

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:

**CROSSWIND PROPERTY OWNERS ASSOCIATION, INC.
RESPONSE TO REQUEST FOR ASSOCIATION RECORDS**

_____(date)

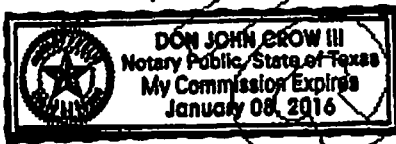
Dear Homeowner:


On _____, the Association received your request for copies of specific Association records. We are unable to provide you with the requested records within 10 business 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.

ACKNOWLEDGMENT

STATE OF TEXAS
COUNTY OF TRAVIS

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.




Notary Public, State of Texas
Notary's printed name: Don John Crow III
My Commission Expires: 1/8/16

FILED AND RECORDED

OFFICIAL PUBLIC RECORDS



Feb 16, 2012 03:57 PM 2012024261

GONZALES: \$28.00

Dana DeBeauvoir, County Clerk
Travis County TEXAS

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