

Records Production and Copying Policy

July 2012

STATE OF TEXAS §
 § KNOW ALL PERSONS BY THESE PRESENTS:
COUNTY OF DENTON §

WHEREAS the Board of Directors of the Bakers Branch Estates Homeowners' Association, Inc. (the "Association") is charged with administering and enforcing those certain covenants, conditions and restrictions contained in the recorded Declaration of Covenants and Restrictions for Bakers Branch recorded under Denton County Clerk's Index Number 2002-R0012423 in the Land Records of Denton County, Texas, and any and all supplements thereof and amendments thereto (referred to collectively as "Declaration"); and

WHEREAS chapter 209 of the Texas Property Code was amended effective January 1, 2012, to amend Section 209.005 ("Section 209.005") thereto regarding owner access to Association documents and records ("Records"); and

WHEREAS, the Board of Directors ("Board") of the Association desires to establish a policy for records production consistent with Section 209.005 and to provide clear and definitive guidance to property owners.

NOW, THEREFORE, the Board has duly adopted the following *Records Production and Copying Policy*.

1. Association Records shall be reasonably available to every property owner. An owner may also provide access to Records to any other person they designate in writing as their proxy for this purpose. To ensure a written proxy is actually from the owner, the owner must include a copy of his/her photo ID or have the proxy notarized.
2. An owner, or their proxy as described in section 1, must submit a written request for access to Records. The letter must:
 - a. Be sent by certified mail to the Association's address as reflected in its most recent Management Certificate filed in the County public records; and
 - b. Contain sufficient detail to identify the specific Records being requested; and
 - c. Indicate whether the owner or proxy would like to inspect the Records before possibly obtaining copies or if the specified Records should be forwarded. If forwarded, the letter must indicate the format, delivery method and address:
 - i. Format; electronic files, compact disk or paper copies
 - ii. Delivery method; email, certified mail or pick-up
3. Within ten (10) business days of receipt of the request specified in section 2 above, the Association shall provide:
 - a. A written notice that the Records are available and offer dates and times when the Records may be inspected by the owner or their proxy during normal business hours at the Association's office as reflected in its most recent Management Certificate filed in the County public records; or
 - b. The requested Records if any required advance payment had been made; or

- c. A written notice that the requested Records are available for delivery once a specific required payment is made; or
 - d. A written notice that a request for delivery does not contain sufficient information to specify the Records desired, the format, the delivery method and the delivery address; or
 - e. A written notice that the requested Records cannot be produced within ten (10) business days but will be available within fifteen (15) additional business days from the date of the notice.
4. The following Association Records are not available for inspection by owners or their proxies:
 - a. The financial records associated with an individual owner; and
 - b. Deed restriction violation details for an individual owner; and
 - c. Personal information, including contact information other than address for an individual owner; and
 - d. Information related to an employee of the association, including personnel files; and
 - e. Attorney files and records in the possession of the attorney; and
 - f. Attorney-client privileged information in the possession of the Association
5. Association Records may be maintained in paper format or in an electronic format. If a request is made to inspect Records and certain Records are maintained in electronic format, the owner or their proxy will be given access to equipment to view the electronic records. Association shall not be required to transfer such electronic records to paper format unless the owner or their proxy agrees to purchase such copies.
6. If an owner or proxy inspecting Records requests copies of certain Records during the inspection, Association shall provide them promptly, if possible, but no later than ten (10) business days after the inspection or payment of costs, whichever is later.
7. The owner is responsible for all costs associated with a request under this Policy, including but not limited to copies, postage, supplies, labor, overhead and third party fees (such as archive document retrieval fees from off-site storage locations) as listed below:
 - a. Black and white 8-1/2" x 11" single-sided copies ... \$0.10 each
 - b. Black and white 8-1/2" x 11" double-sided copies ... \$0.20 each
 - c. Color 8-1/2" x 11" single-sided copies ... \$0.50 each
 - d. Color 8-1/2" x 11" double-sided copies ... \$1.00 each
 - e. PDF images of documents ... \$0.10 per page
 - f. Compact disk \$1.00 each
 - g. Labor and overhead ... \$18.00 per hour
 - h. Mailing supplies ... \$1.00 per mailing

- i. Postage ... at cost
 - j. Other supplies ... at cost
 - k. Third party fees ... at cost
8. Any costs associated with a Records request must be paid in advance of delivery by the owner or their proxy. An owner who makes a request for Records and subsequently declines to accept delivery will be liable for payment of all costs under this policy with the cost added to the owner's account as an assessment and accrue interest as an assessment as allowed under the Declarations.
 9. If the estimated costs are lesser or greater than the actual costs, the Association shall submit a final invoice to the owner on or before the 30th day after the records are delivered. Owner agrees to pay any additional amount due within thirty (30) days after the date the records are sent to them. Any unpaid balance will be added to the owner's account as an assessment and accrue interest as an assessment as allowed under the Declarations.
 10. On a case-by-case basis where an owner request for Records is deemed to be minimal, the Association or its managing agent reserves the right to waive notice under section 2 and/or fees under section 4.