

LAKEWOOD FOREST FUND, INC.

12415 Louetta Road
Cypress, Texas 77429

Tel. No. 281.370.8943 / Fax No. 281.251.4150

e-mail: lwffund@sbcglobal.net

RECORDS PRODUCTION POLICY

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- I. The name of the Subdivision is LAKEWOOD FOREST.
- II. The name of the Association is LAKEWOOD FOREST FUND, INC. (hereinafter referred to as the "Fund," a Texas Non-Profit Corporation).
- III. The recording data (i.e., filing references in the Map Records of Harris County, Texas) for each Section of the Subdivision is as follows:

- Section One (1) - Volume 192, Page 30;
- Patio Homes, Sections One (1) and Two (2) - Volume 304, Page 26 and Volume 308, Page 68;
- Section Two (2) - Volume 203, Page 8;
- Lakeview Place - Film Code No. 352028 and File No. N615493;
- Section Three (3) - Volume 201, Page 143;
- Section Five A (5A) - Volume 203, Page 21;
- Section Five B (5B) - Volume 203, Page 21;
- Section Five C (5C) - Volume 203, Page 21;
- Section Six (6) - Volume 231, Page 49;
- Section Seven (7) - Volume 239, Page 143;
- Section Eight (8) - Volume 239, Page 138;
- Section Nine (9) - Volume 245, Page 68;
- Section Ten (10) - Volume 260, Page 59;
- Section Eleven (11) - Volume 283, Page 90;
- Section Twelve (12) - Volume 314, Page 108;
- Section Fourteen (14) - Volume 326, Page 127;
- Section Fifteen (15) - Volume 331, Page 70;
- Section Fifteen (15) Partial Replat of Reserve B - Volume 345, Page 147;
- Section Fifteen (15) Partial Replat of Reserves A and C - Volume 346, Page 93;
- Section Fifteen (15) Additional Four (4) Lots - Volume 331, Page 70;
- Section Seventeen (17) - Volume 354, Page 62; and
- Section Eighteen (18) - Film Code No. 360119.

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Stan Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS

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IV. The recording data for the Declaration (i.e., Restrictions and Covenants filing references in the Deed Records of Harris County, Texas) for each Section of the Subdivision is as follows:

Section One (1) -	Clerk's File Nos. D644195 and D994579;
Patio Homes, Sections	
One (1) and Two (2) -	Clerk's File No. H539757;
Section Two (2) -	Clerk's File Nos. E084177 and E090553;
Lakeview Place -	Clerk's File No. N810366;
Section Three (3) -	Clerk's File No. E381975;
Section Five A (5A) -	Clerk's File No. L744144;
Section Five B (5B) -	Clerk's File No. L744145;
Section Five C (5C) -	Clerk's File No. P300213;
Section Six (6) -	Clerk's File No. E692169;
Section Seven (7) -	Clerk's File No. F318788;
Section Eight (8) -	Clerk's File No. F318791;
Section Nine (9) -	Clerk's File No. F318787;
Section Ten (10) -	Clerk's File No. L674765;
Section Eleven (11) -	Clerk's File No. G094925;
Section Twelve (12) -	Clerk's File No. J159644;
Section Fourteen (14) -	Clerk's File No. J747942;
Section Fifteen (15) -	Clerk's File No. M272221;
Section Fifteen (15) Partial	
Replat of Reserve B -	Clerk's File No. M724477;
Section Fifteen (15) Partial	
Replat of Reserves A and C -	Clerk's File Nos. M272221 and M855108;
Section Fifteen (15) Additional	
Four (4) Lots -	Clerk's File Nos. M272221 and N759514;
Section Seventeen (17) -	Clerk's File No. N971267; and
Section Eighteen (18)	Clerk's File No. R043455.

IV. **PRODUCTION OF FUND RECORDS:** This Records Production Policy was approved by at least a majority vote of the Board of Trustees of LAKEWOOD FOREST FUND, INC. (the "Board"), at a duly called Meeting of the Board held on the 7th day of November, 2011, at which Meeting a quorum was present.

1. Copies of Fund's records will be available to all Owners [i.e., the Owner(s) of any Lot within the Fund's jurisdiction] upon the Owner's proper request and at the Owner's own expense. A proper request must:

a) be sent Certified Mail (*note*: Return Receipt Requested is recommended) to the Fund's address as reflected in its most recent Management Certificate;

- b) be from an Owner(s), or the Owner's agent, attorney, or certified public accountant; and
- c) contain sufficient detail to identify the Fund records being requested.

2. Owners may request to inspect the Fund's books and records or, alternatively, Owners may request copies of specific records.

- a) If an Owner(s) make(s) a request to inspect the books and records, then the Fund will respond **within 10 business days after the Fund's receipt of the request**, providing the dates and times the records will be made available and the location of the records. The Fund and the Owner(s) shall arrange for a mutually agreeable time to conduct the inspection. The Fund shall provide the owner(s) with copies of specific documents upon the owner paying the Fund the cost thereof.
- b) If an Owner(s) make(s) a request for copies of specific records, and the Fund is reasonably able to provide the records easily or with no cost, then the Fund will provide copies of the records to the owner **within ten (10) business days after the Fund's receipt of the Owner's request**.
- c) If an Owner(s) make(s) a request for copies of specific records, and the Fund is unable to provide such records within ten (10) business days after receipt of the request, the Fund shall send a response letter advising the Owner that the requested records (excluding attorney work product and attorney/client privileged communications, and excluding books and records which are otherwise statutorily allowed to be withheld) will be made available to the requesting party no later than the fifteenth (15th) business day after the date of such notice letter, and specifying the cost the Owner(s) must pay before the records will be provided. Upon the Owner(s) paying the cost to provide the records, the Fund shall provide the records to the Owner(s) who made the request.

V. The Fund hereby adopts the following schedule of costs:

Copy Cost for a regular 8.5" x 11" page - 10 cents per page;
for pages 11" x 17" or greater - 50 cents per page;
for specialty paper (color, photograph, map, etc.) - actual cost;
for each CD or audio cassette - \$1.00; and
for each DVD - \$3.00.

Labor Cost \$15.00 per hour for actual time expended to locate, compile and reproduce the records [*note*: the Owner(s) may only be charged such labor cost if the copies requested by the Owner(s) exceed 50 pages in length].

Overhead 20% of the total labor charge [*note*: the Owner(s) may only be charged for such overhead cost if the copies requested by the Owner(s) exceed 50 pages in length].

Materials for labels, boxes, folders, and other supplies used in producing the records, along with postage for mailing the records - actual costs.

VI. The Fund hereby adopts the following form for response to an Owner(s) who request(s) to inspect the Fund's Books and Records:

"Date

Dear _____:

On _____, 201__, the Fund received your written request to inspect certain books and records of the Fund. The books and records of the Fund (excluding attorney work product and attorney/client privileged communications, and excluding books and records which are otherwise statutorily allowed to be withheld) 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 LAKEWOOD FOREST FUND, INC. located at 12415 Louetta Road, Cypress, Texas 77429.

Please contact the Fund's Manager (at tel. no. 281.370.8943 or e-mail address: lwffund@sbcglobal.net) to arrange for a mutually agreeable date and time for you to inspect the Fund's books and records identified in your written request (excluding attorney work product and attorney/client privileged communications, and excluding books and records which are otherwise statutorily allowed to be withheld). You will also need to advise the Fund whether you will personally attend such inspection and/or whether you intend to allow an Owner's agent, an Owner's attorney, or an Owner's certified public accountant to participate in such inspection. 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.

Sincerely,

LAKEWOOD FOREST FUND, INC."

VII. The Fund hereby adopts the following form for response to an Owner(s) who request(s) copies of specific records:

"Date

Dear _____:

On _____, 201__, the Fund received your written request for copies of specific Fund records. Please be advised that the Fund is unable to provide you with the copies

of the requested records within ten (10) business days of your request; however, the copies of the requested records (excluding attorney work product and attorney/client privileged communications, and excluding books and records which are otherwise statutorily allowed to be withheld) will be made available to you no later than fifteen (15) business days after the date of this response.

A schedule of costs is included with this response. In order to obtain the records you must first pay the Fund the cost of providing the records to you. The estimated cost to obtain the records you requested is \$ _____. Upon receipt of advance payment from you, the Fund will mail the requested documents to you at the address specified in your request. You may also make payment and pick up the copies of the requested documents in person at the office of the Fund's Manager located at 12415 Louetta Road, Cypress, Texas 77429. Should you have any questions or comments, please contact the Fund's Manager (at tel. no. 281. 370.8943 or e-mail address: lwffund@sbcglobal.net).

Sincerely,

LAKEWOOD FOREST FUND, INC."

- VIII.** If the estimated cost provided to the Owner(s) is more or less than the actual cost of producing the documents, the Fund shall, within thirty (30) business days after providing the records, submit to the owner either an invoice for the additional amount(s) owed or refund the overage(s) paid by the Owner. In the event of an invoice for additional amount(s) owed, if the Fund does not receive reimbursement before the thirtieth (30th) business day after the date the invoice is sent to the Owner(s), the additional amount(s) may be added to the Owner(s)' account as an assessment.
- IX.** Unless authorized in writing by the affected Owner(s) or authorized by Court Order, the Fund will not provide copies of or allow inspection of any records that contain: (i) the personal information of an Owner, including restriction violations, delinquent assessments, financial information, and contact information (other than the Owner's address); or (ii) information related to an employee of the Fund, including personnel files. Please note that information may be released in an aggregate or summary manner that does not identify an individual property Owner.

CERTIFICATION

"I, the undersigned, being the President of LAKEWOOD FOREST FUND, INC., hereby certify that the foregoing Records Production Policy Resolution was adopted by at least a majority of the Fund's Board of Trustees, and such Records Production Policy Resolution has never been modified or repealed, and is now in full force and effect."

LAKEWOOD FOREST FUND, INC. *10/2*

By: *J. Kozak*
Printed name: JENNIFER KOZAK
Office Held: President

ACKNOWLEDGMENT

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

BEFORE ME, A NOTARY PUBLIC, on this day personally appeared JENNIFER KOZAK, President of LAKEWOOD FOREST FUND, INC., a Texas Non-Profit Corporation, known to me to be the person whose name is subscribed to the foregoing instrument and, being by me first duly sworn and declared that she executed same in the capacity and for the consideration therein expressed, and as the act and deed of such Corporation.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the *28th* day of *Dec.*, 2011.

Kristi L. Kainer
NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS

ANY PROVISION HEREIN WHICH RESTRICTS THE SALE, RENTAL, OR USE OF THE DESCRIBED REAL PROPERTY BECAUSE OF COLOR OR RACE IS INVALID AND UNENFORCEABLE UNDER FEDERAL LAW.
THE STATE OF TEXAS
COUNTY OF HARRIS
I hereby certify that this instrument was FILED in File Number *2011-12-28-0000* on the date and at the time stamped hereon by me, and was duly RECEIVED, in the Official Public Records of Real Property of Harris County, Texas

DEC 29 2011



St. Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS



Lakewood Forest Fund, Inc. / Records Production Policy

Return to: *Michael T. Kainer*
Attorney at Law

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9801 Westheimer, Ste 302
Houston, TX 77042
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