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Notice

WEST OREM PLACE HOMEOWNERS ASSOCIATION, INC.
BOOKS AND RECORDS PRODUCTION POLICY

20110528913
12/19/2011 RP2 \$24.00

STATE OF TEXAS §
 §
COUNTY OF HARRIS §

WHEREAS, West Orem Place Homeowners Association, Inc. (the "Association"), is the governing entity for West Orem Place, Sections 1, 2, 3 and 4, additions in Harris County, Texas, according to the maps or plats thereof, recorded under Clerk's File Nos. W525792, X362230, Y440090 and Y682633, respectively, (the "Subdivision"); and

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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 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.

FILED FOR RECORD
8:00 AM

DEC 19 2011

Stan Stewart
County Clerk, Harris County, Texas

2011-26-1038

-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.

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

<u>COPIES</u>	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 and \$3.00 for each DVD
<u>LABOR</u>	\$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)
<u>OVERHEAD</u>	20% of the total labor charge (can only charge if request is greater than 50 pages in length or as otherwise provided by law)
<u>MATERIALS</u>	actual costs of labels, boxes, folders, and other supplies used in producing the Books and Records, along with postage for mailing the Books and Records

IV. 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.

V. 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, delinquent assessments, financial information, and contact information.

WEST OREM PLACE HOMEOWNERS ASSOCIATION, INC.

