



## **Copies**

If copies are requested, and the Association is unable to produce the copies within 10 business days of the request, the Association shall give notice of the that fact and state a date, within the next 15 business days, that the copies will be available.

## **Format**

The Association may produce the documents requested in hard copy, electronic or other format of its choosing.

## **Charges**

The Association shall be allowed to charge for time spent compiling and producing all records. It may also charge for reproduction if copies are requested. Those charges shall be the maximum amount allowed by the Statute. At the time of the adoption of this policy, the allowable rate of charges are:

- Paper Copies - 10¢ per regular page, 50¢ per oversized pages
- CD - \$1 per disc
- DVD - \$3 per disc
- Audio Cassette - \$1
- Other Electronic Media - Actual Cost
- Labor Charges for requests of more than 50 pages - \$15 per hour  
The labor charges includes the actual time to locate, compile, manipulate data and reproduce the requested data.
- Overhead charge for requests of more than 50 pages - 20% of the labor charge
- Document retrieval charges from off-site storage - actual cost
- Postage - Actual cost
- Miscellaneous supplies - The actual cost of miscellaneous supplies, such as labels, boxes, and other supplies used to produce the requested information, may be added to the total charge for the information.

In the event rates of charges allowed by Statute change, that charge will automatically apply to the Association's records, without the necessity of amending this policy.

## **Advance Payment**

The Association may require an advance payment of estimated costs. If the actual costs is less than the estimate, the Association shall refund the excess to the owner within 30 business days. If the actual cost is greater than the estimate, the owner shall pay the excess before the information is delivered to the owner.

## **Exempt Information**

The Association shall not be required to provide information of the following types without the prior written consent of the individuals who are the subject of the information:

- Owner violation history
- Owner personal financial information
- Owner contact information other than the owner's address
- Information relating to an Association employee, including personnel files

Additionally, the Association's Board of Directors may withhold from inspection any records that in its reasonable business judgment would:

- Constitute an unwarranted invasion of privacy of other owners
- Constitute privileged information under the attorney-client privilege
- Involve pending or anticipated litigation or contract negotiations

**Summaries / Compilations**

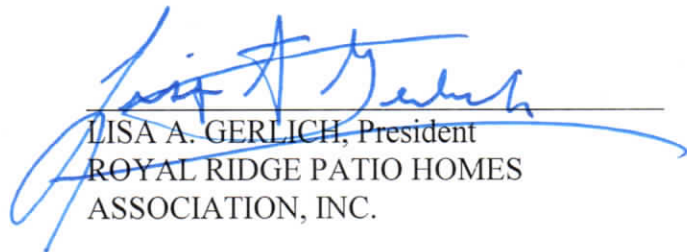
The duty to provide documents pursuant to requests applies only to existing books and records. The Statute does not obligate or compel the Association to create a new document, prepare a summary of information or compile and report data.

**Amendment**

This policy may be amended from time to time by the Board of Directors of the Association.

This Records and Production Policy is effective upon recordation in the Public Records of Bexar County, Texas, and shall supercede any policy regarding Records and Production which may have previously been in effect. Except as affected by Section 209.005 and/or this Policy, all other provisions contained within the Association's Declaration or any other dedicatory instruments of the Association shall remain in full force and effect.

Approved and adopted by the Board on the 4<sup>th</sup> day of February, 2019, and ministerially signed on the 11<sup>th</sup> day of March, 2019.

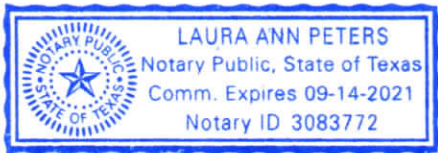


LISA A. GERLICH, President  
ROYAL RIDGE PATIO HOMES  
ASSOCIATION, INC.

STATE OF TEXAS                   §  
  §  
COUNTY OF BEXAR               §

Before me, the undersigned authority, on this day personally appeared LISA A. GERLICH, President of the ROYAL RIDGE PATIO HOMES ASSOCIATION, INC., a Texas non-profit corporation, known to be to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that he/she had executed the same as the act of said corporation for the purpose and consideration therein expressed, and in the capacity therein state.

Given under my hand and seal of office this 11<sup>th</sup> day of March, 2019.



*Laura Ann Peters*  
Notary Public, State of Texas

Laura Ann Peters  
Printed Name

My commission expires: 09-14-2021