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Notice
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RECORDS PRODUCTION POLICY
WILLOW FOREST HOMES ASSOCIATION, INC.

WHEREAS, the Texas legislature adopted new laws affecting collection policies with respect to maintenance assessments as set forth in Section 209 of the Texas Property Code as well as other provisions of Texas law; and,

WHEREAS, Willow Forest Homes Association, Inc. (the "Association") intends to comply with all such new laws;

THEREFORE, this Records Production Policy is hereby established on behalf of the Association.

A. Copies of Association records will be available to all Owners upon their required request and is subject to their payment of expenses incurred per this policy. A required request:

(1) Must be sent via certified mail to the Association's address as reflected in its most recent management certificate on file with the Harris County Clerk's public records ;

(2) Must be from an Owner, or the Owner's agent, attorney, or certified public accountant; and

(3) Must contain sufficient detail to identify the records being requested.

B. Owners may request to inspect the books and records or may request copies of specific records.

(1) 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.

(2) 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 day of the owner's request.

(3) 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 costs 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.

C. The Association hereby adopts the following cost schedule.

COPIES

10 cents per page, for a 8.5"x11" 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

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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 in producing the records, along with postage for mailing the records

- D. 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.
- E. 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.

CERTIFICATION

"This Records Production Policy was approved by the Board of Directors for the Association, on the 30 day of Dec, 2011. I, the undersigned, being the President of WILLOW FOREST HOMES ASSOCIATION, INC., hereby certify that the foregoing Resolution was adopted by at least a majority of the Association Board of Directors."

WILLOW FOREST
HOMES ASSOCIATION, INC. *lee/ae*

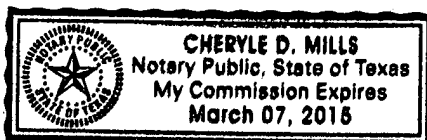
By: *[Signature]*

Harold Reed, President

BEFORE ME, the undersigned authority, on this day personally appeared, Harold Reed the PRESIDENT of WILLOW FOREST HOMES ASSOCIATION, INC., known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed and in the capacity therein stated, on behalf of WILLOW FOREST HOMES ASSOCIATION, INC.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this 30 day of December, 2011.

[Signature]
Notary Public- 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 Sequence on the date and at the time stamped hereon by me, and was duly RECORDED, in the Official Public Records of Real Property of Harris County, Texas

FEB - 2 2012



Stan Stancik
COUNTY CLERK
HARRIS COUNTY, TEXAS

Return to:
O'Neal Law Firm
12337 Jones Road, Suite 300
Houston, Texas 77070

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