

Harbors Homeowners ASSOCIATION  
COPY AND REPRODUCTION POLICY

The Board of Directors of the Harbors Home Owners Association ("Association") hereby establishes the following as the Association's Copy and Reproduction Policy. The Board of Directors has determined that this policy is in the best interest of the Association and maintains the requirements of state law.

The Copy and Reproduction Policy is as follows:

Standard Paper Copy: The charge for standard paper copies reproduced by means of an office machine copier or a computer printer is \$.10 per page or part of a page. Each side that has recorded information is considered a page.

Nonstandard Copy: The charges in this subsection are to cover the materials onto which information is copied and do not reflect any additional charges, including labor, that may be associated with a particular request. The charges for nonstandard copies are:

Diskette: \$1.00

Rewritable CD (CD-RW): \$1.00

Digital Video Disc (DVD): \$3.00

Thumb or Jump Drive: actual cost

Other Electronic Media: actual cost

Oversize Paper Copy (e.g., 11 inches by 17 inches, not including maps or photographs using specialty paper): \$.50/page

Specialty Paper (e.g., Mylar, blueprint, blueline, map, photographic): actual cost

Labor Charge for Locating, Compiling, Manipulating Data, and Reproducing Public Information: The charge for labor costs incurred in processing a request is \$15.00 an hour. The labor charge includes the actual time to locate, compile, manipulate data, and reproduce the requested information.

Overhead Charge: The overhead charge shall be computed at twenty percent (20%) of the charge made to cover any labor costs associated with a particular request.

Remote Document Retrieval Charge: Due to limited onsite capacity of storage documents, it is frequently necessary to store information that is not in current use in remote storage locations. Every effort should be made by the Association to store current records onsite. To the extent that the retrieval of documents results in a charge to comply with a request, it is permissible to recover costs of such services for requests that qualify for labor charges under current law.

If the Association has a contract with a commercial records storage company, whereby the private company charges a fee to locate, retrieve, deliver, and return to storage the needed record(s), no additional labor charge shall be factored in for time spent locating documents at the storage location by the private company's personnel. If, after delivery to the Association, the

boxes must still be searched for records that are responsive to the request, a labor charge is allowed.

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 public information.

Postal and Shipping Charges: The Association may add any related postal or shipping expenses which are necessary to transmit the reproduced information to the requesting party.

Miscellaneous Charges: The Association that accepts payment by credit card for copies of public information and that is charged a "transaction fee" by the credit card company may recover that fee.

The Board of Directors reserves the right to change and re-file this plan at anytime. In an event of dispute over the plan, the Board of Directors' decision is final.

Approved and adopted by the Board on this 18 day of March, 2012.

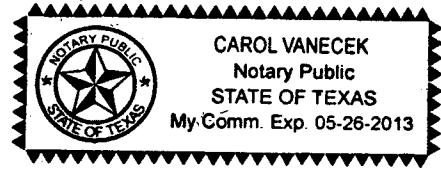
ASSOCIATION NAME

By: [Signature]  
Name: John R. Sloan  
Title: Secretary

THE STATE OF TEXAS \*  
COUNTY OF NUECES \*

This instrument was acknowledged before me on the 20 day of March, 2012, by John R. Sloan, Secretary of Harbors Home owners Association, a Texas non-profit corporation, on behalf of the corporation.

Carol Vanecek  
Notary Public, State of Texas



PREPARED IN THE LAW OFFICE OF:


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Official Public Records of  
NUECES COUNTY  
DIANA T. BARRERA  
COUNTY CLERK  
Fees \$19.00

Any provision herein which restricts the Sale, Rental  
or use of the described REAL PROPERTY because of  
Race, Color, Religion, Sex, Handicap, Familial Status  
or National Origin is invalid and unenforceable  
under FEDERAL LAW, 3/12/89

STATE OF TEXAS  
COUNTY OF NUECES  
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 NUECES COUNTY TEXAS

 *Diana T. Barrera*  
COUNTY CLERK  
NUECES COUNTY TEXAS