

# KERRVILLE SUMMIT PROPERTY OWNERS ASSOCIATION

## Open Meeting and Open Records Policy

### **I. Purpose**

This document sets forth the Open Meeting and Open Records Policy and Procedure of the Kerrville Summit Property Owners Association that will be followed beginning Jan. 1, 2014.

### **II. Policy Compliance**

The Board of Directors will be responsible for complying with this Open Meeting and Open Records Policy.

### **III. Open Meetings**

#### **A. Annual Meeting**

An open Annual Meeting will be scheduled with not less than 10 days written notice provided to all property owners in accordance with the By-Laws of the Kerrville Summit Property Owners Association. The Agenda of the Annual Meeting will also be in accordance with the requirements of the By-Laws.

#### **B. Board and Special Meetings**

1. All Board and Special Meetings, if any, will be open meetings so that any property owner may attend.
2. Notice of Board and Special Meetings will be posted on the Association website at least 10 days prior to the meeting.

### **IV. Open Records**

All records of the Association retained in accordance with the Records Retention Policy are open and available for review by any property owner by following the Record Access Procedure described in Paragraph V.

### **V. Records Access Procedure**

1. Any property owner desiring to review a retained record should contact the Secretary of the Board by Certified Mail requesting access to the record that is desired.
2. The Secretary of the Board will schedule a time during normal business hours within 10 business days after receipt of the request and a location where the property owner may review the requested record(s) for a reasonable period of time.
3. Property Owners may not remove any original record from the review location. If copies of original records are requested, they will be provided if the property owner agrees to reimburse the Association for the cost of all copies plus an administrative fee. Copies may be provided in electronic format or in a separate format the Board has reasonably available to it.

IN WITNESS WHEREOF, by my signature hereto undersigned, being President of the Association, hereby adopt the foregoing Policy for the Association.

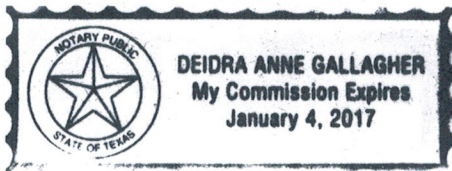
KERRVILLE SUMMIT PROPERTY OWNERS ASSOCIATION

By: Allen H. Leiber Date: 12/11/2013  
Name: Allen H. Leiber, President,

THE STATE OF TEXAS

COUNTY OF KERR

This instrument was acknowledged before me this 11<sup>TH</sup> day of December, 2013 by Allen H. Leiber, President of the Kerrville Summit Property Owners Association, a Texas Non-Profit Corporation on behalf of said Corporation.



Deidra Anne Gallagher  
Notary Public, State of Texas