

WIMBLEDON ON THE CREEK  
HOMEOWNERS ASSOCIATION INC.'S  
RECORDS PRODUCTION AND COPYING POLICY

WHEREAS, pursuant to Section 209.005(i) of the Texas Property Code, the Board of Directors (the "Board") of Wimbledon on the Creek Homeowners' Association [the "Association"] is required to adopt a records production and copying policy that prescribes the costs the Association will charge for the compilation, production and reproduction of the Association's books and records.

NOW, THEREFORE, IT IS RESOLVED, in order to comply with the procedures set forth by Chapter 209 of the Texas Residential Property Owners Protection Act, that the following policies and procedures are established for the compilation, production and reproduction of the Association's books and records. and the same are to be known as the "Records Production and Copying Policy" of the Association (hereinafter the "Policy").

1. PURPOSE: The purpose of this Policy is to establish orderly procedure" for the levying of fees for the costs to be incurred for the compilation, production and reproduction of Association records when an owner requests to inspect the Association's books and records.
2. PRODUCTION OF RECORDS:
  - a. Owners may have access to Association records, upon submission of a written request to the Association or its representative by certified mail to the mailing address of the Association or authorized representative as listed in the current management certificate.
  - b. The written request must identify the records requested and indicate whether the owner wants to inspect the records or have the Association forward copies.
  - c. The Association will respond to the written request within ten (10) business days from receipt of the request to, as appropriate:
    - (i) provide written notice of dates on which records may be inspected or
    - (ii) provide the requested copies, or
    - (iii) provide the owner written notice that it is unable to produce the records within the (10) ten day period and provide a date, within fifteen (15) business days of the original date of notice by which the records will be sent or made available to the owner for inspection.
  - d. Owners are responsible for the costs of producing and copying Association records in accordance with the cost schedule below. The Association will estimate the costs for producing records.
  - e. Payment must be made in advance

3. COST SCHEDULE:

- a. Standard Paper Copy (either 8.5" x 11" or 8.5" x 14") ten cents (\$.10)
- b. Oversized Paper Copy (up to 11" x 17") - fifty cents (\$.50)
- c. Rewriteable CD or Non-rewritable CD - one dollar each (\$1.00)
- d. Documents not otherwise listed above - actual cost
- e. Programmer - twenty-eight dollars and fifty cents (\$28.50) per hour  
A programmer charge will be applied if a particular request requires the service of a programmer to execute an existing program so that the requested information may be accessed and copied.
- f. Labor - fifteen dollars (\$15.00) per hour  
Labor charges will be applied whenever it is necessary to locate, compile, manipulate data and reproduce the requested information if the request exceeds fifty (50) pages, The labor charge will apply regardless of the number of pages if the documents requested are in a remote storage facility,
- g. Overhead - 20% of the labor and/or programmer charge

4. RECORDS CONFIDENTIALITY: The Association will keep certain records confidential and decline to make them available. This specifically includes:

- a. violation histories of owners:
- b. owners' personal financial information:
- c. owners' contact information other than address; and
- d. Association personnel files

IT IS FURTHER RESOLVED that this Records Production and Copying Policy is effective on June 1, 2014, to remain in force and effect until revoked, modified or amended.

This is to certify that the foregoing resolution was adopted by the Board of Directors at a meeting of the Board on June 24, 2014 and has not been modified, rescinded or revoked.

Linda S. Stapleton  
President

July 14, 2014  
Date

State of Texas  
County of Tarrant

This instrument was acknowledged before me on July 14, 2014 day of July, 2014 by Linda Stapleton

F. J. Willis, Jr.  
Notary Public's Signature  
My commission expires Nov. 2, 2016

