

CORPORATE CERTIFICATE
THE VINTAGE AT LAKE ROAD PROPERTY OWNERS ASSOCIATION, INC.

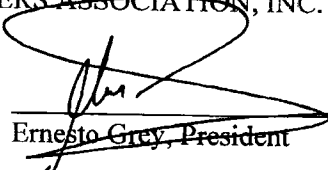
The undersigned certifies that he is the President of The Vintage at Lake Road Property Owners Association, Inc. (the "Association"). The Association is the property owners' association for The Vintage at Lake Road, a subdivision in Harris County, Texas, being a split out of the subdivision known as Lake Road Park, according to the map or plat thereof recorded in the real property records of Harris County, Texas.

The Association is a Texas nonprofit corporation, and a true and correct copy of the **Records Production and Copying Policy of The Vintage at Lake Road Property Owners Association, Inc.** is attached to this certificate.

Signed this 15th day of September 2023.

THE VINTAGE AT LAKE ROAD PROPERTY
OWNERS ASSOCIATION, INC.

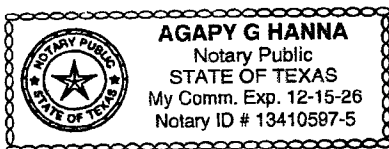
By:



Ernesto Grey, President

STATE OF TEXAS §

COUNTY OF Harris §

This instrument was acknowledged before me on 09/15, 2023, by Ernesto Grey, President, of The Vintage at Lake Road Property Owners Association, Inc., a Texas nonprofit corporation, on behalf of said nonprofit corporation.




Notary Public, State of Texas

My commission expires: 12/15/2026

RP-2023-381080

RECORDS PRODUCTION AND COPYING POLICY
THE VINTAGE AT LAKE ROAD PROPERTY OWNERS ASSOCIATION, INC.

WHEREAS, the property affected by this Records Production and Copying Policy is subject to that certain *Declaration of Covenants, Conditions, and Restrictions for The Vintage at Lake Road Subdivision*, recorded under File No. RP-2023-148765 in the Official Public Records of Real Property of Harris County, Texas (the "Declaration");

WHEREAS, pursuant to the authority vested in The Vintage at Lake Road Property Owners Association, Inc. (the "Association") in the Declaration and as required by the Texas Property Code, the Board of Directors of the Association (the "Board") hereby promulgates the following Records Production and Copying Policy;

WHEREAS, the Association keeps books and records of account and minutes of the proceedings of its Members and Board (collectively, "Records");

WHEREAS, the Board desires to set the procedure for Members, during reasonable business hours, to inspect, and/or copy the books and records of the Association; and

WHEREAS, it is desirable to impose certain reasonable restrictions to maintain control and minimize the disruption of normal business.

NOW, THEREFORE, BE IT RESOLVED, that the following requirements are hereby established for the inspection and/or copying of the records of the Association:

1. Capitalized terms used herein and not otherwise defined shall have the same meanings ascribed to them in the Declaration.
2. Association Records shall be reasonably available to every Member. A Member may also provide access to Records to any other person (such as an attorney, CPA, or agent) they designate in writing as their proxy for this purpose. To ensure a written proxy is actually from the Member, the Member must include a copy of his/her photo ID or have the proxy notarized.
3. A Member, or their proxy as described in Section 2, must submit a written request for access to or copies of Records. The letter must:
 - a. be sent by certified mail to the Association's address as reflected in its most recent Management Certificate filed in the County public records;
 - b. contain sufficient detail to identify the specific Records being requested;
 - c. indicate whether the Member or proxy would like to inspect the Records before possibly obtaining copies or if the specified Records should be forwarded. If forwarded, the letter must indicate the format, delivery method, and address:
 - i. *format*: electronic files, compact disk, or paper copies;

ii. *delivery method*: email, certified mail, or pick-up.

4. Within ten (10) business days of receipt of the request specified in Section 3 above, the Association shall provide:

- a. the requested Records, if copies were requested and any required advance payment had been made;
- b. a written notice that the Records are available and offer dates and times when the Records may be inspected by the Member or their proxy during normal business hours at the office of the Association;
- c. a written notice that the requested Records are available for delivery once a payment of the cost to produce the records is made and stating the cost thereof;
- d. a written notice that a request for delivery does not contain sufficient information to specify the Records desired, the format, the delivery method and the delivery address; or
- e. a written notice that the requested Records cannot be produced within ten (10) business days but will be available within fifteen (15) additional business days from the date of the notice and payment of the cost to produce the records is made and stating the cost thereof.

5. The following Association Records are not available for inspection by Members or their proxies:

- a. the financial records associated with an individual Member;
- b. deed restriction violation details for an individual Member;
- c. personal information, including contact information other than an address for an individual Member;
- d. attorney files and records in the possession of the attorney; and
- e. attorney-Association privileged information in the possession of the Association.

The information in subsections a, b, and c above will be released if the Association receives express written approval from the Member whose records are the subject of the request for inspection.

6. Association Records may be maintained in paper format or in an electronic format. If a request is made to inspect Records and certain Records are maintained in electronic format, the Member or their proxy will be given access to equipment to view the electronic records.

Association shall not be required to transfer such electronic records to paper format unless the Member or their proxy agrees to pay the cost of producing such copies.

7. If a Member or their proxy inspecting Records requests copies of certain Records during the inspection, Association shall provide them promptly, if possible, but no later than ten (10) business days after the inspection or payment of costs, whichever is later.
8. The Member is responsible for all costs associated with a request under this Policy, including, but not limited to, copies, postage, supplies, labor, overhead, and third-party fees (such as archive document retrieval fees from off-site storage locations) as listed below (but which in no case shall exceed costs that would be applicable for an item under 1 T.A.C. Section 70.3):

| | | |
|----|---|--------------------|
| a. | black and white 8½" x 11" single sided copies | \$0.10 each |
| b. | black and white 8½" x 11" double sided copies | \$0.20 each |
| c. | color 8½" x 11" single sided copies | \$0.50 each |
| d. | color 8½" x 11" double sided copies | \$1.00 each |
| e. | PDF images of documents | \$0.10 per page |
| f. | compact disk | \$1.00 each |
| g. | labor and overhead | \$15.00 per hour |
| h. | mailing supplies | \$1.00 per mailing |
| i. | postage | at cost |
| j. | other supplies | at cost |
| k. | third-party fees | at cost |
9. Any costs associated with a Records request must be paid in advance of delivery by the Member or their proxy. A Member who makes a request for Records and subsequently declines to accept delivery will be liable for payment of all costs under this Policy.
10. On a case-by-case basis, in the absolute discretion of the Association, and with concurrence of the Member, the Association may agree to invoice the cost of the Records request to the Member's account. Each Member agrees to pay the total amount invoiced within thirty (30) days after the date a statement is mailed to the Member. Any unpaid balance will accrue interest as an assessment as allowed under the Declaration.
11. In the event of resale transfer of ownership of a Lot, upon receipt of notice from the

applicable buyer, seller, and/or title company, the Association shall record the change of ownership in the Association's Records and furnish requested certificates related to assessments. The selling Member (or if agreed, buyer) shall be charged a processing fee, currently set at \$200.00 per Lot. In the event of mortgage lien financing or refinancing by a Member for a Lot, upon receipt of notice from the applicable Member, lender, and/or title company, the Association shall furnish requested certificates related to assessments. The Member shall be charged a processing fee, currently set at \$200.00 per Lot. In the event the Association receives a request for a resale certificate under Chapter 207 of the Texas Property Code, the Association shall furnish such requested certificate. The Member owning the applicable Lot shall be charged a processing fee, currently set at \$200.00 per Lot.

12. On a case-by-case basis where a Member request for Records is deemed to be minimal, the Association or its managing agent reserves the right to waive notice under Section 3 and/or fees under Sections 8 and/or 9.

Except as affected by the Texas Property Code and/or by this Policy, all other provisions contained in the Declarations or any other dedicatory instruments of the Association shall remain in full force and effect.

This is to certify that the foregoing Records Production and Copying Policy was adopted by the Board of Directors, effective as of April 26, 2023, until such date as it may be modified, rescinded, or revoked.

Signed this 26th day of April 2023.

THE VINTAGE AT LAKE ROAD PROPERTY
OWNERS ASSOCIATION, INC.

By:


Ernesto Grey, President

ATTEST:

By:


Veronica Ibarra Grey Reyes, Secretary

RP-2023-381080
Pages 6
10/04/2023 11:44 AM
e-Filed & e-Recorded in the
Official Public Records of
HARRIS COUNTY
TENESHIA HUDSPETH
COUNTY CLERK
Fees \$34.00

RECORDERS MEMORANDUM

This instrument was received and recorded electronically
and any blackouts, additions or changes were present
at the time the instrument was filed and recorded.

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.



Teneshia Hudspeth
COUNTY CLERK
HARRIS COUNTY, TEXAS

RP-2023-381080