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**RECORDS PRODUCTION AND COPYING POLICY FOR  
CYPRESS LAKE GARDENS PROPERTY OWNERS ASSOCIATION, INC.**

CYPRESS LAKE GARDENS PROPERTY OWNERS ASSOCIATION, INC., a Texas Non-Profit Corporation and Texas Property Owners' Association has adopted the following Policy of Record Production and Copying and hereby records this document as allowed by Section 209.005 of the Texas Property Code. The Association will charge the following costs for the compilation, production, and reproduction of its information requested by an owner:

**Copy charge,**

- (1) Standard paper copy. The charge for standard paper copies reproduced by means of an office machine copier or a computer printer is \$.65 per page or part of a page. Each side that has recorded information is considered a page.

**Documentation copies,**

- (1) Documentation copies include pages of deed restrictions, bylaws, etc. Documentation copies reproduced by means of an office machine copier or a computer printer is \$1 per page or part of a page. Each side that has recorded information is considered a page.

**Labor Charge for Locating, Compiling, Manipulating Data, and Reproducing Information.**

- (1) The charge for labor costs incurred in processing a request for information is \$25 an hour. The labor charge includes the actual time to locate, compile, manipulate data, and reproduce the requested information.
- (2) A labor charge shall not be billed in connection with complying with requests that are for 50 or fewer pages of paper records, unless the documents to be copied are located in a remote storage facility.
- (3) When confidential information pursuant to a mandatory exception of the Act is mixed with public information in the same page, a labor charge may be recovered for time spent to redact, blackout, or otherwise obscure confidential information in order to release the information. A labor charge shall not be made for redacting confidential information for request of 50 or fewer pages.

**Remote Document Retrieval Charge.**

Due to limited on-site capacity of storage documents, it may become necessary to store information that is not in current use in remote storage locations. Every effort will be made by the association to store current records on-site. 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 this policy.

**Miscellaneous Supplies.**

The actual cost of miscellaneous supplies, such as labels, boxes, and other supplies used to produce the request information, may be added to the total charge for 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.

These charges are subject to periodic reevaluation and update.

The Association may require advance payment of the estimated costs of compilation, production, and reproduction of the requested information. If the estimated costs are lesser or greater than the actual costs, the Association shall submit a final invoice to the owner on or before the 30<sup>th</sup> business day after the date the information is delivered. If the final invoice includes additional amounts due from the owner, the additional amounts, if not reimbursed to the Association before the 30<sup>th</sup> business day after the date the invoice is sent to the owner, may be added to the owner's account as an assessment. If the estimated costs exceeded the final invoice amount, the owner is entitled to a refund, and the refund shall be issued to the owner not later than the 30<sup>th</sup> business day after the date the invoice is sent to the owner.

**Resale certificate.**

The Association is authorized to charge the purchaser of a lot within Cypress Lake Gardens Property Owners Association a fee of \$375 for issuing a resale certificate as allowed by Chapter 207 of the Texas Property Code.

**Statement of Account.**

The Association is authorized to charge the purchaser of a lot within Cypress Lake Gardens Property Owners Association a fee of \$100 for issuing a statement of account as allowed by Chapter 207 of the Texas Property Code.

This policy may be amended from time to time by the Board of Directors.

CYPRESS LAKE GARDENS PROPERTY OWNERS ASSOCIATION, INC.  
A Texas Non-Profit Corporation

By: \_\_\_\_\_

Q. Scott Postert  
President

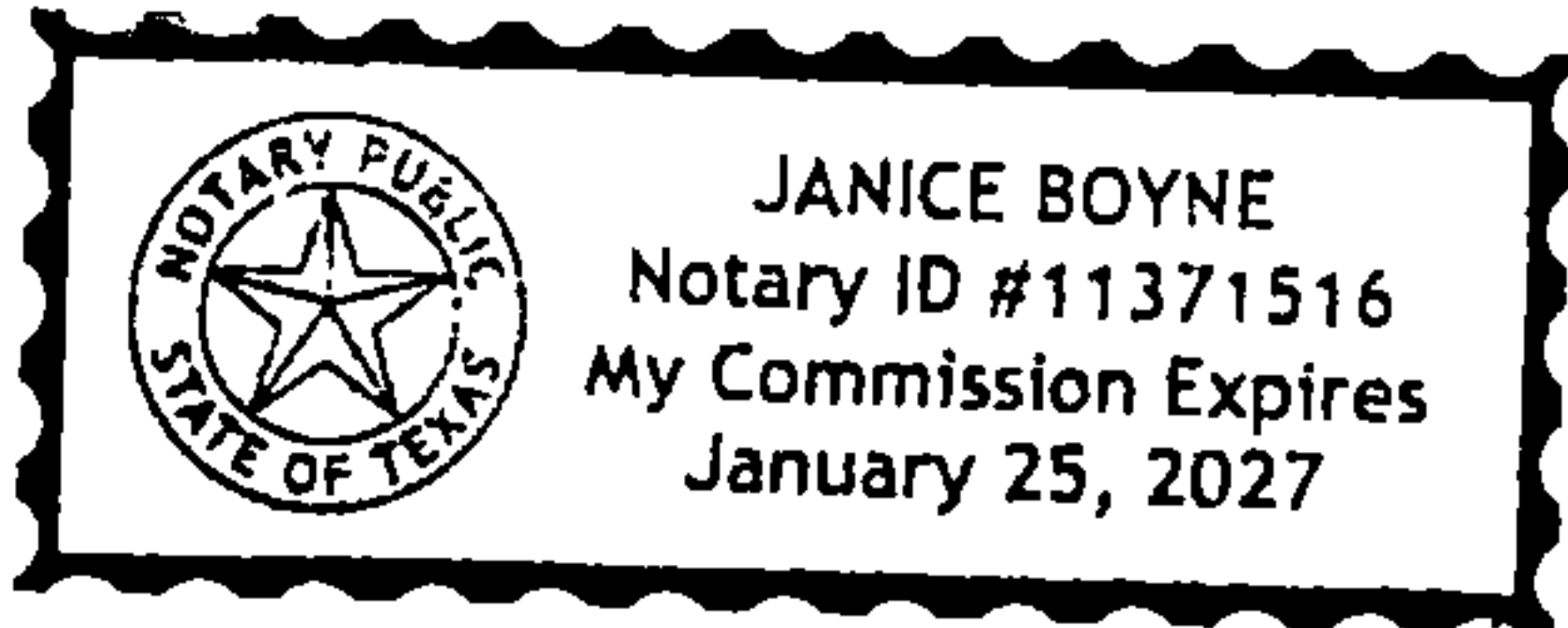
By: \_\_\_\_\_

Larry K. Young  
Secretary

THE STATE OF TEXAS

COUNTY OF COMAL

This instrument was acknowledged before me this 16 day of February 23, by Q. Scott Postert, President of the Cypress Lake Gardens Property Owners Association, Inc., a Texas non-profit corporation, on behalf of such corporation.

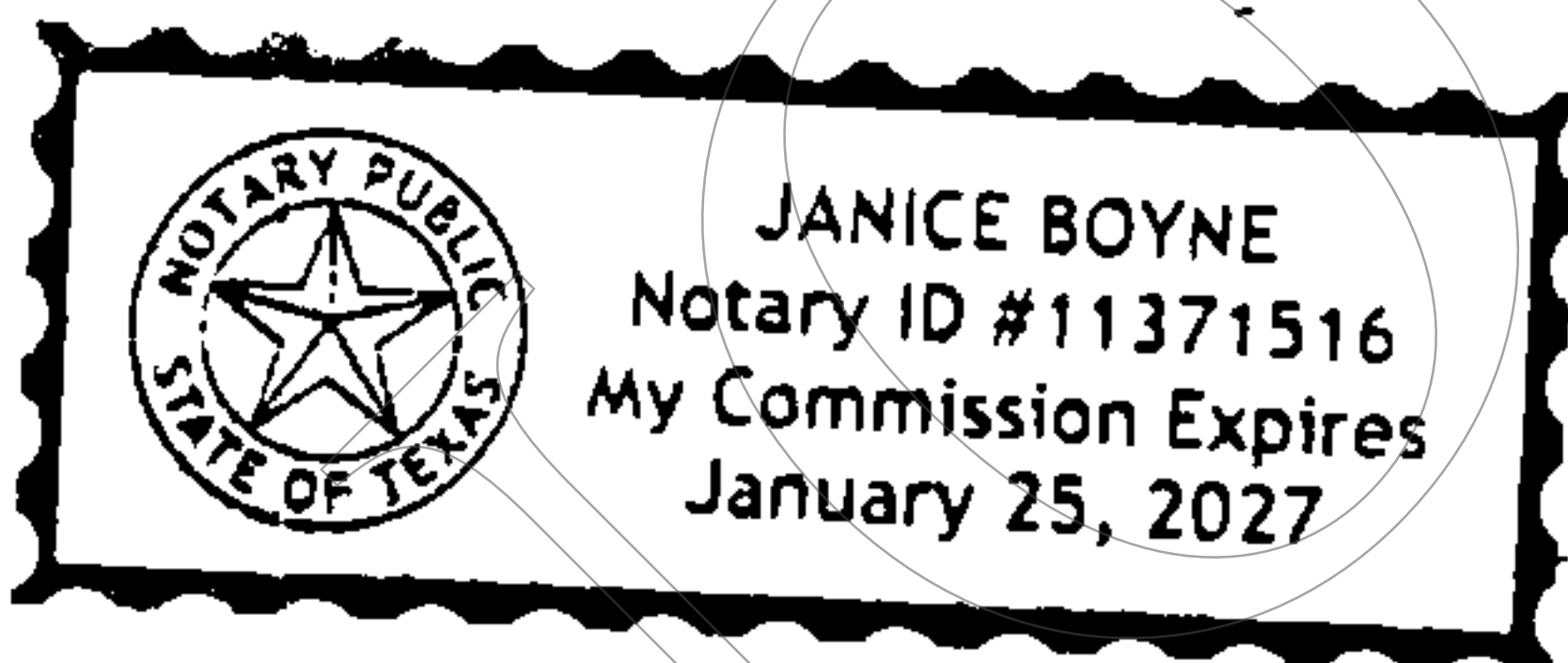


Janice Boyne  
Notary Public Signature

THE STATE OF TEXAS

COUNTY OF COMAL

This instrument was acknowledged before me this 16 day of February 23, by Larry K. Young, Secretary of the Cypress Lake Gardens Property Owners Association, Inc., a Texas non-profit corporation, on behalf of such corporation.



Janice Boyne  
Notary Public Signature



## DOCUMENTATION FEES

THE FOLLOWING HAS BEEN APPROVED BY BOARD OF DIRECTORS

COPIES -----\$.65 PER PAGE  
(non-POA information)

DOCUMENTATION COPIES-----\$1 PER PAGE  
(Pages of deed restrictions, bylaws, etc.)

TRANSFER FEE ----- \$200 PER LOT

RESALE CERTIFICATE-----\$375

STATEMENT OF ACCOUNT ----- \$100

MEMBERSHIP CARDS REMOVED, LOST OR STOLEN

PAPER CARD ----- \$15

PROXIMITY CARD ----- \$55

RETURN CHECK FEE/NSF-----VARIABLE-----\$25

(\$25 PLUS BANK CHARGE)

PROCESSING FEE----- \$25 PER HOUR

### MEMBERSHIP CARDS AND PARK PERMIT CARDS

MEMBERSHIP CARDS ARE ISSUED TO THE PROPERTY OWNER AS LISTED ON SAID PROPERTY PER COMAL COUNTY APPRAISAL RECORDS FOR LOTS IN CYPRESS LAKE GARDENS PROPERTY OWNERS ASSOCIATION.

Filed and Recorded  
Official Public Records  
Bobbie Koepp, County Clerk  
Comal County, Texas  
04/27/2023 03:10:03 PM  
LAURA 4 Page(s)  
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*Bobbie Koepp*