

**RESOLUTION OF THE BOARD OF DIRECTORS
OF WHISPERING OAKS PROPERTY OWNERS ASSOCIATION (WOPOA)
REGARDING RECORDS PRODUCTION AND COPYING POLICY**

STATE OF TEXAS §
 § KNOW ALL MEN BY THESE PRESENTS:
COUNTY OF WILSON §

Pursuant to Section 209.005, Texas Property Code, Whispering Oaks Property Owners Association (WOPOA), acting through its Board of Directors, has adopted the following records production and copying policy to prescribe the costs the Association will charge for the compilation, production, and reproduction of information requested under Section 209.005(i), to wit:

1. Copy charge
 - a. Standard paper copy. The charge for standard paper reproduced by means of an office machine copier or a computer printer is \$.25 per page or part of a page. Each side that has recorded information is considered a page.
 - b. 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:
 - (1) Diskette – actual cost
 - (2) Magnetic tape - actual cost
 - (3) Data cartridge - actual cost
 - (4) Tape cartridge - actual cost
 - (5) Rewritable CD (CD-RW) - \$1.00
 - (6) Non-rewritable CD (CD-R) - \$1.00
 - (7) Digital video disc (DVD) - \$3.00
 - (8) Other electronic media - actual cost
 - (9) Video media – actual cost
 - (10) Audio media – actual cost
 - (11) Oversize paper copy (e.g., 11 inches by 17 inches, green bar, blue bar, not including maps and photographs using specialty paper) - \$1.00;
 - (12) Specialty paper (e.g., Mylar, blueprint, blue line, map, photographic - actual cost.
2. Labor charge for locating, compiling, manipulating data and reproducing information.
 - a. The charge for labor cost incurred in processing a request for information is \$15 an hour. The labor charge includes the actual time to locate, compile, manipulate data, and reproduce the requested information.
 - b. A labor charge shall not be billed in connection with complying with requests that are for 50 or few pages of paper records, unless the documents to be copies are located in:
 - (1) Two or more separate buildings that are not physically connected with each other, or
 - (2) A remote storage facility.
 - c. A labor charge shall not be recovered for any time spent by an attorney, legal assistant, or any other person who reviews the requested information to determine whether the Association will raise any exceptions to disclosure of the requested information.
 - d. When confidential information is mixed with non-confidential 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 non-confidential information. A labor charge shall not be made for redacting confidential information for request of 50 or fewer pages, unless the request the documents to be copied are located in:
 - (1) Two or more separate buildings that are not physically connected with each other, or
 - (2) A remote storage facility.

- e. For purposes of paragraphs 2.b and 2.d of this subsection, two buildings connected by a covered or open sidewalk, an elevated or underground passageway, or a similar facility, are not considered to be separate buildings.
3. Overhead charge
- a. Whenever any labor charge is applicable to a request, the Association may include in the charges direct and indirect costs, in addition to the specific labor charge. This overhead charge would cover such costs as depreciation of capital assets, rent, maintenance and repair, utilities, and administrative overhead. If the Association chooses to recover such costs, a charge shall be made in accordance with the methodology described in paragraph c. of this subsection.
- b. An overhead charge shall not be made for requests for copies of 50 or fewer pages of standard paper records unless the request also qualifies for a labor charge.
- c. The overhead charge shall be computed at 20% for the charge made to cover any labor costs associated with a particular request. For example: if one hour of labor is used for a particular request, the formula would be as follows: Labor charge for locating, compiling, and reproducing, \$15.00 x .20=\$3.00
4. Remote document retrieval charge.
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.
5. Miscellaneous supplies
The actual costs of miscellaneous supplies, such as labels, boxes, and other supplies used to produce the requested information, may be added to the total charge for information.
6. 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.

By the signatures below the President and Secretary of the Association certify that the foregoing was approved by the Board of Directors at a duly-called meeting of the Board of Directors at which a quorum of Directors was present, or by signed, unanimous written consent in lieu of a meeting.

Thus executed 6th day of October, 2023

Whispering Oaks Property Owners Association (WOPOA)

By: Michael S. Alberthal
Michael S. Alberthal, President

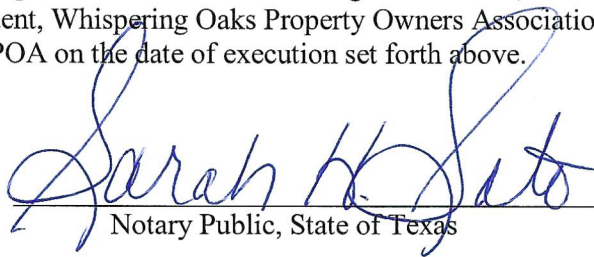
Attest:

By: Russell Ritchie
Russell Ritchie, Secretary

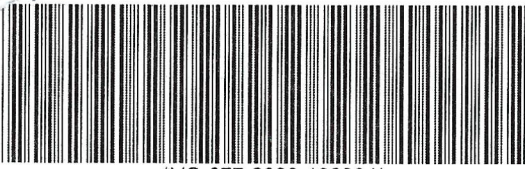
STATE OF TEXAS §
 §
COUNTY OF WILSON §

I hereby certify that the foregoing instrument was acknowledged before me, the undersigned Notary, by Michael S. Alberthal, President, Whispering Oaks Property Owners Association (WOPOA), and by Russell Ritchie, Secretary, WOPOA on the date of execution set forth above.




Notary Public, State of Texas

AFTER FILING AND RECORDING RETURN TO:
Whispering Oaks Property Owners Association (WOPOA)
P.O. Box 1143
Adkins, TX 78101-1143



VG-677-2023-136994

Wilson County
Genevieve Martinez
Wilson County Clerk

Instrument Number: 136994

Real Property Recordings

Recorded On: October 09, 2023 03:14 PM

Number of Pages: 4

" Examined and Charged as Follows: "

Total Recording: \$34.00

***** THIS PAGE IS PART OF THE INSTRUMENT *****

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.

File Information:

Document Number: 136994
Receipt Number: 20231009000022
Recorded Date/Time: October 09, 2023 03:14 PM
User: Liliana L
Station: cclerk01

 Record and Return To:

MICHAEL ALBERTHAL



STATE OF TEXAS
Wilson County

I hereby certify that this Instrument was filed in the File Number sequence on the date/time
printed hereon, and was duly recorded in the Official Records of Wilson County, Texas

Genevieve Martinez

Genevieve Martinez
Wilson County Clerk
Floresville, TX