

Glen Forest Homeowners Association

Records Production and Copying Policy

WHEREAS, pursuant to Section 209 of the Texas Property Code, the Glen Forest Homeowners Association Board of Directors (the "Board") of the Association hereby adopts these guidelines for the purposes of establishing a uniform and systematic records production and copying policy which shall govern the costs the Association will charge for the compilation, production, and reproduction of information, AND WHEREAS, the Board has determined that it is in the best interest of the Association to establish these guidelines. NOW, THEREFORE, BE IT RESOLVED THAT the Association does hereby adopt this Records Production and Copying Policy on February 15, 2014.

1. Every owner of a lot in the Association is entitled to inspect and copy the Association's books and records including financial records. An owner, or a person designated by the owner as the owner's agent, attorney, or certified public accountant may inspect records after a written request has been submitted.
2. An owner or owner's authorized representative must submit a written request for access or information by certified mail, with sufficient detail describing the property owners' association's books and records requested, to the mailing address of the association or authorized representative as reflected on the most current management certificate filed under Section 209.004. The request must contain an election either to inspect the books and records before obtaining copies or to have the property owners' association forward copies of the requested books and records.
3. If an inspection is requested, the association, on or before the 10th business day after the date the association receives the request, shall send written notice of dates that the owner may inspect the requested books and records to the extent those books and records are in the possession, custody, or control of the association.
4. If copies of identified books and records are requested, the association shall, to the extent those books and records are in the possession, custody, or control of the association, produce the requested books and records for the requesting party on or before the 10th business day after the date the association receives the request.
5. If the Association is unable to produce the books or records requested on or before the 10th business day after the date the association receives the request, the association will provide to the requestor written notice that:
 - a) Informs the requestor that the association is unable to produce the information on or before the 10th business day after the date the association received the request; and

b) States a date by which the information will be sent or made available for to the requesting party that is not later than the 15th business day after the date of the letter provided under this paragraph 5.

6. Any inspection shall take place at a mutually-agreed upon time and place. The Association may produce all requested books and records in hard copy, electronic, or other formats reasonably available to the Association.

7. An owner is responsible for costs related to the compilation, production, and reproduction of the books and records of the Association. Costs shall be the same as all costs under Texas Administrative Code Section 70.3, and are subject to increase in the event T.A.C. Section 70.3 is amended, Any increase in costs provided for in 70.3 of the T.A.C. is hereby incorporated by reference for all purposes as if set forth verbatim. Relevant current costs from T.A.C. 70.3 are below:

a) Copy Charges

1) Standard paper copy. The charge for standard paper copies reproduced by means of an office machine copier or a computer printer is \$.10 per page or part of a page. Each side that has recorded information is considered a page.

2) 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:

a. Diskette--\$1.00;

b. Magnetic tape-actual cost;

c. Data Cartridge-actual cost;

d. Tape cartridge-actual cost;

e. Rewritable CD (CD-RW)--\$1.00;

f. Non-rewritable CD (CD-R)--\$1.00;

g. Digital Video disc (DVD)-\$3.00;

h. JAZ drive-actual cost;

I. Other electronic media-actual cost

j. VHS video cassette--\$2.50;

k. Audio cassette--\$1.00

l. Oversize paper copy (e.g.: 11 inches by 17 inches, greenbar, bluebar, not including maps and photographs using specialty paper-\$.50;

m. Specialty paper (e.g.: Mylar, blueprint, blueline, map, photographic)-actual cost.

b) Labor charge for locating, compiling, manipulating data, and reproducing information.

1) The charge for labor costs incurred in processing a request for information is

\$15.00 an hour. The labor charge includes the actual time to locate, compile, manipulate data, and reproduce the requested information. A labor charge shall not be made for complying with a request where the records to be copied are 50 or fewer pages unless the records to be copied are located in a remote storage facility.

2) When confidential information 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 requests of 50 or fewer pages.

c) Overhead charge

1) 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 (3) of this subsection. Although an exact calculation of costs will vary, the use of a standard charge will avoid complication in calculating such costs and will provide uniformity.

An overhead charge shall not be made for requests for copies of 50 or fewer pages of standard paper records. The overhead charge shall be computed at 20% of the charge made to cover any labor costs associated with a particular request.

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 \times .20 = \3.00

d) Miscellaneous supplies. The actual cost of miscellaneous supplies, such as labels, boxes, and other supplies used to produce the requested items will be added to the total charge.

e) 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.

8. 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 30th 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 30th day after the date the invoice sent to the owner may be added to the owner's account as an assessment. If

the estimated costs exceeded the final amount, the owner is entitled to a refund and the refund shall be issued to the owner not later than the 30th business day after the date the invoice is sent to the owner.

This policy shall supersede and render null and void any and all previously adopted Records Production and Copying policy adopted by the Board.

IT IS FURTHER RESOLVED that this Records Production and Copying Policy is effective on Feb. 15, 2014 and is to remain in effect until revoked, modified, or amended. This is to certify that the foregoing Records Production and Copying Policy was adopted by the Board of Directors, in accordance with Section 209.005 of the Texas Property Code.