

The Oak Ridge Improvement Association, Inc.
RECORDS PRODUCTION AND COPYING POLICY

FILED FOR RECORD
COLORADO COUNTY, TX

2011 DEC 21 AM 10:30

DARLENE HAYEK
COLORADO CO. CLERK

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STATE OF TEXAS §
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COUNTY OF COLORADO §

KNOW ALL MEN BY THESE PRESENTS:

WHEREAS, The Oak Ridge Improvement Association, Inc. ("Association") is charged with administering and enforcing those certain covenants, conditions and restrictions contained in the recorded Declarations for the various sections of the community (referred to collectively as "Declarations"); and

WHEREAS, chapter 209 of the Texas Property Code was amended effective January 1, 2012 to add Section 209.005(i) ("Section 209.005") thereto regarding the cost the Association will charge for the compilation, production and reproduction of information requested; and

WHEREAS, the Board of Directors of the Association ("Board") desires to establish a policy for records production and copying consistent with Section 209.005 and to provide clear and definitive guidance to owners.

NOW, THEREFORE, the Board has duly adopted the following *Records Production and Copying Policy*.

1. Copy and Production Requests. The Association shall make books and records, including financial records, open and reasonably available to an owner or his/her designated agent, attorney or CPA. The Association is not required to release or allow inspection of any books or records that identify the dedicatory instrument violation history of any individual owner, an owner's personal financial information, including records of payment or non-payment of amounts due the Association, an owner's contact information other than the owner's address, or information related to an employee of the association, including personnel files. Such information may be released in the aggregate or summary manner that would not identify an individual property owner.
2. Provision of documentation for investigation or litigation. Documents requested and/or subpoenaed by legally authorized personnel will be provided within 10 business days. The Board President will authorize provision. No documents will be concealed, altered or destroyed with the intent to obstruct the investigation or litigation.
3. Records requests by members. Upon proper request, the Association shall provide to Members by hardcopy, file or disk the following: a complete copy of each governing document, a current budget, a profit and loss statement for the current year, a balance sheet for the current year, and minutes for the current year board meetings and annual meeting. Attorney records and work product are not subject to such inspection. Further, the Association may make certain other records available for inspection to a Member making a proper request.
4. Processing of requests for records. To make a proper request, a Member must send a letter to the Association with the request. If a Member has not previously done so, the Member shall submit with the request proof of membership within the Association. Such request shall designate for each document and record requested the purpose for which the Member requests the document or record – general or blanket stated purposes will not be accepted. The Association will make a verbal or written response to the Member requesting such records within 10 business days and provide the agreed upon documents within 10 business days, or within 15 business days if a publicly filed copy is required.
5. Charges for providing copies of public information. The Association may charge no more than \$0.10 per page for copying expenses, except for governing documents, which the Association may charge actual costs as required for copies of publicly filed documents. CD: \$1.00; DVD: \$3.00; other electronic media, or specialty paper: actual cost; oversize paper: \$0.50; labor costs incurred for actual time to locate, compile, manipulate data and reproduce requested information: \$15 per hour for more than 50 pages of records, or for any pages if remote or multiple locations of records exist; unless billed by attorney; miscellaneous supplies, postage, shipping of requested documents: actual cost.
6. Charges for providing Resale Certificate and related Association records. Upon request, the Association shall provide by hardcopy or electronic copy the resale certificate and related Association

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documents within 10 business days. The Association shall charge \$50.00 to be paid prior to submission of the requested documents.

The Oak Ridge Improvement Association, Inc. in a special meeting did approve and adopt this policy.

Signed: LARRY PETER President Date 12/16/2011

This Policy is effective upon recordation in the Public Records of Colorado County, and supersedes any policy regarding document production and copying which may have previously been in effect. Except as affected by Section 209.005 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.

EXECUTED this 21 day of December 2011.

By: LARRY GENE PETER
Larry Gene Peter
President
The Oak Ridge Improvement Association, Inc.
1904 Oakridge Road
Weimar, TX 78962

STATE OF TEXAS COUNTY OF COLORADO
I hereby certify that this instrument was FILED on the
date and time stamped hereon by me; and was duly
RECORDED in the Volume and Page of the OFFICIAL
RECORDS of Colorado County, Texas and stamped
hereon by me, on

DEC 21 2011



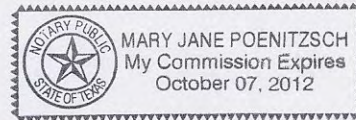
Darlene Hayek
DARLENE HAYEK
COUNTY CLERK, COLORADO COUNTY, TEXAS

STATE OF TEXAS §
COUNTY OF COLORADO §

BEFORE ME, the undersigned authority, on this day personally appeared Larry Gene Peter, President of THE OAK RIDGE IMPROVEMENT ASSOCIATION, INC., known to me to be the person whose name is subscribed to the foregoing instrument, and she executed same for the purposes and consideration therein expressed, in the capacity therein stated, and as the act and deed of said corporation.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS 21st day of December 2011.

Mary Jane Poenitzsch
Notary Public in and for the State of Texas



After Recording Return to:
The Oak Ridge Improvement Association, Inc.
1904 Oakridge Road
Weimar, Texas 78962

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