

GEORGETOWN SQUARE CIVIC CORPORATION RECORDS PRODUCTION POLICY

This records production policy was approved by the Board of Directors of Georgetown Square Civic Corporation (the "Association"), on the 6th day of October 2014.

- I. Copies of Association records will be available to all owners upon their proper request and at their own expense. A proper request:**
- a. is sent certified mail to the Association's address as reflected in its most recent management certificate;
 - b. is from an Owner, or the Owner's agent, attorney or certified public account; and
 - c. contains sufficient detail to identify the records being requested.

II. Owners may request to inspect the books and records or may request copies of specific records.

--if the owner makes a request to inspect the books and records, then the Association will respond within **10 business days** of the request, providing the dates and times the records will be made available and the location of the records. The Association and the owner shall arrange for a mutually agreeable time to conduct the inspection. The Association shall provide the owner with copies of specific documents upon the owner paying the Association the cost thereof.

--If an owner makes a request for copies of specific records, and the Association can provide the records easily or with no cost, then the Association will provide the records to the owner within 10 business days of the owner's request.

--If the owner makes a request for copies of specific records, the Association shall send a response letter advising on the date that the records will be made available (within **15 business days**) and the cost the owner must pay before the records will be provided. Upon paying the cost to provide the records, the Association shall provide the records to the owner.

III. The Association hereby adopts the following schedule of costs:

- COPIES**
- 10 cents per page, for a regular 8.5" X 11" page
 - 50 cents per page for pages 11" X 17" or greater
 - Actual cost for specialty paper (color, photograph, maps, etc.)
 - \$3 for each CD or audio cassette
 - \$5 for each DVD

EXHIBIT

- LABOR** \$15 per hour for actual time to locate, compile and reproduce the records (can only charge if request is greater than 50 pages in length)
- OVERHEAD** 25% of the total labor charge (can only charge if request is greater than 50 pages in length)
- MATERIALS** actual costs of labels, boxes, folders and other supplies used in producing the records, along with postage for mailing the records.

- IV. The Association adopts the following form of response to Owners who request to inspect the Association's Books and Records.**

<p style="text-align: center;">GEORGETOWN SQUARE CIVIC CORPORATION RESPONSE TO REQUEST FOR ASSOCIATION RECORDS</p> <p style="text-align: center;">Date: _____</p> <p>Dear Homeowner:</p> <p>On _____ (date) the Association received your request to inspect the books and records of the Association. The books and records of the Association are available for you to inspect on regular business days, between the hours of 9 a.m. and 5 p.m. at _____ (address of records).</p> <p>Please contact _____ at _____ to arrange for a mutually agreeable time for you to come and inspect the books and records. Please be advised that if you desire copies of specific records during or after the inspection, you must first pay the associated costs before the copies will be provided to you. A schedule of cost is included with this response.</p> <p style="text-align: right;">Very Truly Yours,</p> <p style="text-align: right;">Georgetown Square Civic Corporation</p>
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- V. The Association adopts the following form of response to Owners who request copies of specific records:**

EXHIBIT

GEORGETOWN SQUARE CIVIC CORPORATION RESPONSE TO REQUEST FOR ASSOCIATION RECORDS

Date: _____

Dear Homeowner:

On _____ (date) the Association received your request for copies of specific Association records. We are unable to provide you with the requested records within 10 business days of your request. However, the requested records will be available to you no later than 15 business days after the date of this response.

In order to obtain the records you must first pay the Association the cost of providing the records to you. The estimated cost to obtain the records you requested is \$ _____. Upon receiving payment, the Association will mail the requested documents to you. You may also make payment and pick up the documents in person at _____.

Very Truly Yours,

Georgetown Square Civic Corporation

- VI. If the estimated cost provided to the Owner is more or less the actual cost of producing the documents, the Association shall, within 30 days after providing the records, submit to the Owner either an invoice for additional amounts owed or a refund of the overages paid by the Owner.
- VII. Unless authorized in writing or by court order, the Association will not provide copies of any records that contain the personal information of an owner, including restriction violations, delinquent assessments, financial information, and contact information.

GEORGETOWN SQUARE CIVIC CORPORATION CERTIFICATION

"I, the undersigned, being the president of Georgetown Square Civic Corporation, hereby certify that the foregoing resolution was adopted by at least a majority of the Association Board of Directors."

By: John C. Pickel President

Print Name: John C. Pickel

FILED

2015 JAN -2 PM 2:43

Stan Stansel
COUNTY CLERK
HARRIS COUNTY, TEXAS

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

JAN -2 2015



Stan Stansel
COUNTY CLERK
HARRIS COUNTY, TEXAS