

ADDITIONAL DEDICATORY INSTRUMENTS
for
COUNTRY PLACE MASTER COMMUNITY ASSOCIATION, INC.

THE STATE OF TEXAS §

7E

COUNTY OF BRAZORIA §

BEFORE ME, the undersigned authority, on this day personally appeared **Trisha Taylor Farine**, who, being by me first duly sworn, states on oath the following:

"My name is **Trisha Taylor Farine**, I am over twenty-one (21) years of age, of sound mind, capable of making this affidavit, authorized to make this affidavit, and personally acquainted with the facts herein stated:

"I am the attorney/agent of **COUNTRY PLACE MASTER COMMUNITY ASSOCIATION, INC.** Pursuant with Section 202.006 of the Texas Property Code, the following documents are copies of the original official documents from the Association's files:

- Records Retention Policy**
- Records Production Policy**
- Payment Plan Policy**

DATED this 30th day of November, 2011.

COUNTRY PLACE MASTER COMMUNITY
ASSOCIATION, INC.

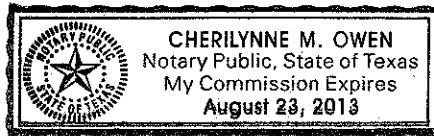
BY: Trisha Taylor Farine
Trisha Taylor Farine, attorney/agent

THE STATE OF TEXAS §

COUNTY OF BRAZORIA §

THIS INSTRUMENT was acknowledged before me on this the 30th day of November 2011, by **Trisha Taylor Farine**, attorney/agent of **COUNTRY PLACE MASTER COMMUNITY ASSOCIATION, INC.**, a Texas non-profit corporation, on behalf of said corporation.

Cherilynne M. Owen
NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS



After recording return to:

DAUGHTRY & JORDAN, P.C.
17044 El Camino Real
Houston, Texas 77058

COUNTRY PLACE MASTER COMMUNITY ASSOCIATION, INC.

RECORDS PRODUCTION POLICY

This Records Production Policy was approved by the board of Directors COUNTRY PLACE MASTER COMMUNITY ASSOCIATION, INC., on the 15 day of November, 2011.

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 accountant; 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, map, etc.)

\$1.00 for each CD or audio cassette

\$3.00 For each DVD

LABOR

\$15.00 per hour for actual time to locate, compile and reproduce the records CD or audio cassette
(can only charge if request is greater than 50 pages in length)

OVERHEAD

20% 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 hereby adopts the following form of response to Owners who request to inspect the Association's Books and Records:

COUNTRY PLACE MASTER COMMUNITY ASSOCIATION, INC.

RESPONSE TO REQUEST FOR ASSOCIATION RECORDS

April 11, 2012

Dear Homeowner:

On April 1, 2012, 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 the office COUNTRY PLACE MASTER COMMUNITY ASSOCIATION, INC., 3119 Flower Ln., Pearland, Texas 77584.

Please contact the Association manager at 713-436-1062 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 costs is included with this response.

Very Truly Yours,

COUNTRY PLACE MASTER COMMUNITY ASSOCIATION, INC.

V. The Association hereby adopts the following form of response to Owners who request copies of specific records:

COUNTRY PLACE MASTER COMMUNITY ASSOCIATION, INC.

RESPONSE TO REQUEST FOR ASSOCIATION RECORDS

Dear Homeowner: _____, 20__

On _____, 20__ 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 the office of COUNTRY PLACE MASTER COMMUNITY ASSOCIATION, INC., 3119 Flower Ln., Pearland, Texas 77584.

Very Truly Yours,

COUNTRY PLACE MASTER COMMUNITY ASSOCIATION, INC., .

VI. If the estimated cost provided to the Owner is more or less than 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.

COUNTRY PLACE MASTER COMMUNITY ASSOCIATION, INC.

CERTIFICATION

"I, the undersigned, being the President of Homeowners Association, Inc. hereby certify that the foregoing Resolution was adopted by at least a majority of the Association Board of Directors."

By: [Signature], President

Print name: GARLAND SPARKS

ACKNOWLEDGEMENT