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Notice
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LAUREL CROSSING TOWNHOME ASSOCIATION, INC.
BOOKS AND RECORDS PRODUCTION POLICY

STATE OF TEXAS §
 §
COUNTY OF HARRIS §

WHEREAS, LAUREL CROSSING TOWNHOME ASSOCIATION, INC. (the "Association"), is the governing entity for LAUREL CROSSING TOWNHOME ASSOCIATION, INC., an addition in Harris County, Texas, as more particularly described in Exhibit "A", attached hereto (the "Subdivision"); and

WHEREAS, Chapter 209 of the Texas Property Code was amended, effective January 1, 2012, to add Section 209.005, which requires the Association to adopt and record a policy regarding guidelines for production of Association Books and Records to owners; and

WHEREAS, the Association, through its Board of Directors, shall have and may exercise discretionary authority concerning the restrictive covenants contained herein;

NOW THEREFORE, in order to comply with Section 209.005, the Association hereby adopts the following Books and Records Production Policy:

I. Copies of Association Books and 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; and
- b. is from an Owner, or the Owner's agent, attorney, or certified public accountant; and
- c. contains sufficient detail to identify the Books and Records being requested.

II. Owners may request to inspect the Books and Records OR may request copies of specific Books and 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 Books and Records will be made available and the location of the Books and 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 requested during the inspection upon the owner paying the Association the cost thereof.

-If the owner makes a request for *copies of specific Books and Records*, the Association shall, **within 10 business days** of the owner's request, send a response letter advising on the date that the requested copies will be made available (**must be available within 15 business days of the response letter**) and the cost the owner must pay before the requested copies will be provided. Upon paying the cost of producing the requested copies, the Association shall provide the requested copies to the owner.

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

<u>COPIES</u>	15 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 and \$3.00 for each DVD
<u>LABOR</u>	\$15.00 per hour, actual time to locate, compile and reproduce the Books and Records (can only charge if request is greater than 50 pages in length)
<u>OVERHEAD</u>	20% of the total labor charge (can only charge if request is greater than 50 pages in length)
<u>MATERIALS</u>	actual costs of labels, boxes, folders, and other supplies used in producing the Books and Records, along with postage for mailing the Books and Records
<u>STORAGE RETRIEVAL:</u>	
	Actual costs of retrieval of records from archived record storage

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

LAUREL CROSSING TOWNHOME ASSOCIATION, INC.
RESPONSE TO REQUEST FOR ASSOCIATION RECORDS

Date:

Dear Homeowner:

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 9:00 a.m. and 5:00 p.m., at the office of Principal Management Group, Inc., 11000 Corporate Centre Drive #150, Houston, Texas 77041.

Please contact Principal Management Group at 713-329-7100 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.

Sincerely,

LAUREL CROSSING TOWNHOME ASSOCIATION, INC.

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

LAUREL CROSSING TOWNHOME ASSOCIATION, INC.
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 the office of Principal Management Group Inc., 11000 Corporate Centre Drive #150, Houston, TX 77041.

Sincerely,

LAUREL CROSSING TOWNHOME 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.

LAUREL CROSSING TOWNHOME ASSOCIATION, INC.

CERTIFICATION

"I, the undersigned, being the President of LAUREL CROSSING TOWNHOME ASSOCIATION, INC., hereby certify that the foregoing Resolution was adopted by at least a majority of the Association Board of Directors on the 29 day of Nov., 2011." 102

By: Ernest Loeb, President

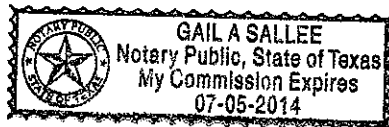
Print name: ERNEST LOEB

ACKNOWLEDGEMENT

STATE OF TEXAS §
 §
COUNTY OF HARRIS §

BEFORE ME, the undersigned authority, on this day, personally appeared the person whose name is subscribed to the foregoing instrument and acknowledged to me that they executed the same as the act of the Association for the purpose and consideration therein expressed and in the capacity therein stated.

Given under my hand and seal of office this 29 day of Nov., 2011.



Gail A. Sallee
Notary Public, State of Texas

EXHIBIT "A"

The **LAUREL CROSSING TOWNHOME ASSOCIATION, INC.**, an addition in Harris County, Texas, according to the map or plat thereof recorded in Plat Records Harris County, Texas:

Laurel Crossing Townhomes, being Lots 1 through 70 of Block 1 and Lots 1 through 7 of Block 2 of **SUMMERWOOD SEC. 31**, a subdivision in Harris County, Texas according to the Plat thereof recorded on August 28, 2006, under Harris County Clerk's File No. 20060000282 and further recorded under Film Code No. 604040 of the Map Records of Harris County, Texas (the "**Lots**"); and

Declaration of Covenants, Conditions and Restrictions for **LAUREL CROSSING TOWNHOME ASSOCIATION, INC.**, recorded on **January 24, 2007** under County Clerk's file number **20070047985** and recorded under **Film Code 038-33-0347**, Harris, County Clerk, Harris County, Texas, together with any other filings of records (if any).

After Recording Return to:
Principal Management Group
11000 Corporate Centre Drive, Suite 150
Houston, Texas 77041



FILED
2012 JAN 10 PM 12:14
Stan Stewart
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 10 2012



Stan Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS