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R. F. ASSOCIATION
PAYMENT PLAN POLICY

This payment plan policy was approved by the board of Directors for R.F. Association, on the 10th day of October, 2011.

- 1) Owners are entitled to one approved payment plan to pay their annual assessments.
- 2) All payment plans require a down payment and monthly payments.
- 3) Upon Request, an Owner may obtain approval for a payment plan consisting of 25 % down, with the balance paid off in 3 monthly installments. If an owner makes a request they will be allowed a payment plan.
- 4) If an owner defaults on the payment plan, the payment plan is automatically terminated and the Association is not obligated to make another payment plan with the owner for the next two years.
- 5) Alternative payment plan proposals must be submitted to and approved by the Association. The Association is not obligated to approve alternative payment plan proposals.
- 6) The Association cannot charge late fees during the course of a payment plan, but can charge interest at the rate it is entitled to under its Governing Documents, 10 %, and can charge reasonable costs of administering the payment plan.

CERTIFICATION

“I, the undersigned, being the President of R. F. Association, hereby certify that the foregoing Resolution was adopted by at least a majority of the Association Board of Directors.”

By: Shannon Geiger, President

Print name: Shannon Geiger

STATE OF Texas, COUNTY OF Harris

This instrument was acknowledged before me on the 26 day of October, 2011 by

Shannon Geiger, Resident of R. F. Association

Melinda Rodriguez
Notary Public in and for The State of Texas

RECEIVED
NOV 23 2011



BY:.....

FILED AND RECORDED

OFFICIAL PUBLIC RECORDS

Dianne Wilson

2011 Nov 15 10:03 AM

2011114513

LW \$11.00

Dianne Wilson COUNTY CLERK

FT BEND COUNTY TEXAS

51



R. F. ASSOCIATION
RECORDS PRODUCTION POLICY

This Record Production Policy was approved by the board of Directors for R. F. Association, on the 10th day of October, 2011.

I. Copies of Association records will be available to all Owners upon their proper request and at their own expense.

- a. Request must be sent certified mail to the Association's address as reflected in its most recent management certificate;
- b. Request must be from an Owner, or the Owner's agent, attorney, or certified public accountant; and
- c. Request must contain 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.

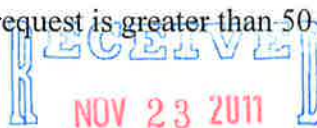
- If the owner makes a request to inspect the books and records, then the Association will respond within **10 business days** of the request, providing the dates and times the records will be made available and the location of the records. The Association and the owner shall arrange for a mutually agreeable 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 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:

<u>COPIES</u>	10 cents per page, for a regular 8.5" x 11" page 50 cents per page, for pages 11" x 17" or greater
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etc...)
Actual cost, for specialty paper (color, photograph, map,

<u>LABOR</u>	\$15.00 per hour for actual time to locate, compile and reproduce the records. (can only charge if request is greater than 50 pages in length)
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BY:.....

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:

<p style="text-align:center"><u>R. F. ASSOCIATION</u> <u>RESPONSE TO REQUEST FOR ASSOCIATION RECORDS</u></p> <p style="text-align:center">April 11, 2012</p> <p>Dear Homeowner,</p> <p>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 9a.m. and 5 p.m. Monday - Thursday, at the office of Graham Management, 12000 Westheimer, Suite 390, Houston, Texas 77077.</p> <p>Please contact the Association manager at 281-497-4320 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.</p> <p style="text-align:right">Very Truly Yours,</p> <p style="text-align:right">R. F. Association</p>

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

R. F. ASSOCIATION
RESPONSE TO REQUEST FOR ASSOCIATION RECORDS

April 11, 2012

Dear Homeowner:

On April 1, 2012, 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 Graham Management, 12000 Westheimer, Suite 390, Houston, Texas 77077.

Very Truly Yours,
R. F. Association

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 to any owner. All owners may obtain their own records.

CERTIFICATION

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

By: Shannon Geiger, President

Print name: Shannon Geiger

STATE OF Texas, COUNTY OF Harris

This instrument was acknowledged before me on the 26 day of October, 2011 by
Shannon Geiger, President of R. F. Association

Melinda Rodriguez
Notary Public in and for The State of Texas



FILED AND RECORDED

OFFICIAL PUBLIC RECORDS

Dianne Wilson

2011 Nov 15 10:03 AM

LW \$18.00

2011114531

Dianne Wilson COUNTY CLERK
FT BEND COUNTY TEXAS

14



R. F. ASSOCIATION
RECORDS RETENTION POLICY

This Record Retention Policy was approved by the board of Directors for R. F. Association, on the 10th day of October, 2011.

The Association shall maintain its records as follows:

<u>RECORD</u>	<u>RETENTION PERIOD</u>
Certificate of Formation/Articles of Incorporation, Bylaws, Declarations and all amendments to those documents.	PERMANENT
Association Tax Returns and Tax Audits	SEVEN (7) YEARS
Financial Books and Records	SEVEN (7) YEARS
Account Records of Current Owners	FIVE (5) YEARS
Contracts with a term of more than one year	FOUR (4) YEARS AFTER CONTRACT EXPIRES
Minutes of Member Meetings and Board Meetings	SEVEN (7) YEARS

Records not listed above are not subject to retention. Upon expiration of the retention date, the applicable record will be considered not maintained as a part of the Association books and records.

CERTIFICATION

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

By: Shannon Geiger, President

Print name: Shannon Geiger

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