



RSR HOA
RECORDS PRODUCTION POLICY

This Record Production Policy was approved by the board of Directors for RSR HOA, 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.

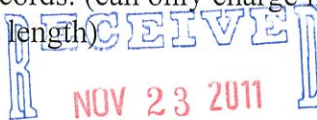
- If the owner makes a request to inspect the books and records, then the Association will respond within **10 business days** of the request, providing the dates and times the records will be made available and the location of the records. The Association and the owner shall arrange for a mutually agreeable 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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Actual cost, for specialty paper (color, photograph, map, etc...)

<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><u>RSR HOA</u> <u>RESPONSE TO REQUEST FOR ASSOCIATION RECORDS</u></p> <p>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: center;">RSR HOA</p>
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V. The Association hereby adopts the following form of response to Owners who request copies of specific records:

RSR HOA
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,
RSR HOA

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 an owner. All owners may obtain their own records.

CERTIFICATION

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

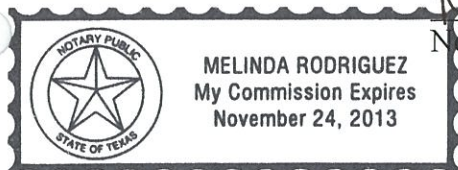
By: *Larry Siller*, President

Print name: LARRY SILLER

STATE OF Texas, COUNTY OF Harris

This instrument was acknowledged before me on the 26 day of October, 2011, by LARRY SILLER, President of RSR HOA

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

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LW \$19.00

Dianne Wilson COUNTY CLERK
FT BEND COUNTY TEXAS