

STONEHENGE III ASSOCIATION, INC.  
RECORDS PRODUCTION AND COPYING POLICY

WHEREAS, the Association, through its Board of Directors, has and may exercise discretionary authority concerning restrictive covenants, rules, and regulations in the Subdivision;

now, therefore, it is **RESOLVED**, that

Pursuant to Texas Property Code Section 209.005, the Board of Directors adopts the following records production and copying policy:

1. It is the policy of the Association to make the books and records of the Association, including financial records, open to and reasonably available for examination by an owner, or a person designated in writing signed by the owner as the owner's agent, attorney, or certified public accountant (the owner's representative) in accordance with the following:
2. The owner or owner's representative must submit a written request for access or information. The written request must:
  - (a) be sent by certified mail, return receipt requested, to the address in the most current Management Certificate for the County Courthouse Records; and
  - (b) describe in sufficient detail the specific books and records of the Association requested; and
  - (c) contain an election either to inspect the requested books and records or to have the Association forward copies of the requested books and records.
3. If inspection is requested, the Association shall send written notice of the location, date(s), and time(s) the requested books and records will be made available. Such notice will be sent within ten business days after receipt of the request, except as provided below. The inspection shall take place at a mutually agreed time during normal business hours. The inspecting party may identify and request copies, at the owner's expense, of books and records inspected.
4. If copies are requested, the Association shall produce copies of the requested books and records within ten business days after receipt of the request, except as provided below.
5. If the Association is unable to produce the requested books and records within the ten business days above, the Association shall send written notice of a date when such will be sent or made available, provided that such date shall be no later than fifteen business days after the date of the notice.
6. Books and records will be produced only to the extent those requested books and records are in the possession, custody, or control of the Association. Except as otherwise provided in Sections 209.005, 209.008(d), or 209.0057 of the Texas Property Code, the following are not subject to inspection or production:
  - (a) financial information of any owner, including payments made or due the Association;
  - (b) information regarding possible or actual violations of a dedicatory instrument by any owner;
  - (c) contact information of any owner other than the owner's address;
  - (d) information related to an employee of the Association;
  - (e) attorney files and records relating to the Association;
  - (f) ballots cast in an election or removal of Directors.

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7. The Association will charge the owner for the compilation, production, and reproduction of information requested. An estimate of the charges incurred in responding to any request hereunder must be paid in advance. All such charges, if not paid, will be added to the assessments due on the property. Charges include all reasonable costs of materials, labor, and overhead, and will be the maximum costs applicable for an item under the Texas Administrative Code, Section 70.3, as same may be amended from time-to-time. As of the date of this policy, those costs include, but are not limited to:

- (a) copies (8½ x 11): \$0.10 per page. (Each side that has recorded information is considered a page.)
- (b) oversize copies (11 x 17, green bar, blue bar): \$0.50 per page.
- (c) specialty paper (blueprint, map, photographic): actual cost.
- (d) labor: \$15.00 per hour for the actual time to locate, compile, organize, redact, and/or reproduce the requested documents. (Labor will not be charged if the request involves 50 or fewer pages unless the records are in a remote location or are in two or more separate buildings that are not connected.)
- (e) overhead: 20% of the total labor charge.
- (f) materials: actual cost of envelopes, boxes, labels, folders, and other supplies.
- (g) postage and shipping or delivery costs: actual cost.

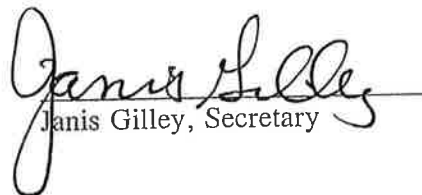
If the actual costs incurred are different than the estimated costs paid in advance, the Association will issue a refund or invoice as appropriate.

8. As used herein, "business day" means a day other than Saturday, Sunday, or a state or federal holiday.

Adopted March 15, 2012.

  
Beverly Newman, President

attest:

  
Janis Gilley, Secretary