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## 7H RANCH PROPERTY OWNERS ASSOCIATION

### Records Production Policy



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Effective: August 8, 2013

The following process and procedure has been approved by the Board of Directors ("Board") of the Seven Hills Ranch Property Owners Association ("POA") and this policy shall supersede in its entirety any prior Resolution or policy by the Board of Directors of the Association for owner ("member") review of Association Books, Records and Papers.

**I. Copies of Association records will be available to all Owners upon 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: 7HR Property Owners Association, Inc., 24826 Creek Loop, San Antonio, Texas 78266.
- b. is from an Owner, or the Owner's agent, attorney or certified public accountant; and
- c. the request must state with sufficient detail the books and/or records requested and whether the member or agent elects to inspect the books and records before obtaining copies or to have the Association forward copies of the requested books and records.
- d. The authorized representative or agent must be designated in a document signed by the owner.

**II. Owners may request to inspect the books and records or may request copies of specific records.**

- a. 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. Any inspection shall be monitored by the Manager of the Association and shall be scheduled in advance during regular business hours. The Association shall provide the owner with copies of specific documents upon the owner paying the Association the cost thereof.
- b. 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.
- c. 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.

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**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 Actual cost, for specialty paper (color, photograph, map, etc.) \$1.00 for each CD or audio cassette \$3.00 for each DVD
<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)
<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 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:**

*7H RANCH PROPERTY OWNERS ASSOCIATION, INC.  
RESPONSE TO REQUEST TO INSPECT ASSOCIATION RECORDS*

\_\_\_\_\_ (date)

*Dear Homeowner:*

*On \_\_\_\_\_, the Association received your request to inspect the books and records of the Association. Please contact the Association's representative at \_\_\_\_\_ (phone number) to arrange for a mutually agreeable time and place during a regular business day 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,  
7HR Property Owners Association, Inc.*

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

*7H RANCH PROPERTY OWNERS ASSOCIATION, INC.  
RESPONSE TO REQUEST FOR ASSOCIATION RECORDS*

\_\_\_\_\_ (date)

Dear Homeowner:

On \_\_\_\_\_, 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.

Very truly yours,  
7HR Property Owners 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 (other than an owner's address); additionally, no privileged attorney-client communications or attorney work product documents will be provided; and no employee information (including personnel file) will be released.
- VIII. With regards to the inspection of ballots, only persons who tabulate ballots under 209.00594 (TPC) may be given access to the ballots cast in an election or vote.
- IX. Some of the records maintained by the 7HR Architectural Control Committee ("ACC") of the Association consist of plans, specifications and other materials specific to a residence, which reveal details of the layout of the home and which may be copyrighted materials prepared for construction of the home. Those records are deemed to be the property of the owner who submitted them to the

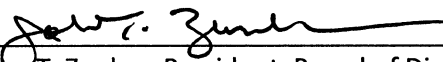
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ACC. To prevent misuse of such information, no Member, other than the owner of the subject residence, shall be permitted to copy such records, unless the Member presents written permission from the owner of the subject residence, along with a statement of a proper purpose. Even when such permission is granted, the Member copying such records must agree to not utilize the information for any purpose other than that stated in the request. Without permission of the owner of the subject residence, but with a proper purpose stated, a Member may inspect such records but no notes, copies or photographs may be taken by the Member and the inspection shall be monitored by the 7HR POA designee. ACC records which do not contain detailed information regarding the design of a residence and which are not copyrighted shall not be subject to the provisions of this paragraph.

The undersigned hereby certifies that he is the duly elected, qualified and acting executive officer of Seven Hills Ranch Property Owners Association, a non-profit corporation chartered under the laws of the State of Texas, and this is a true and correct copy of the current association document relating to the Records Production policy and review procedure to comply with TPC Sec. 209.005 and adopted by the Board of Directors of the Association.

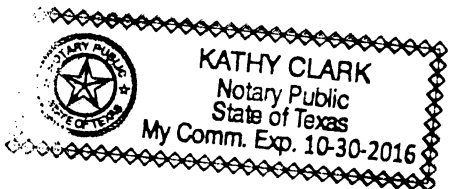
IN WITNESS WHEREOF, the undersigned has executed this certificate on the 9th day of August, 2013.

  
John T. Zunker, President, Board of Directors

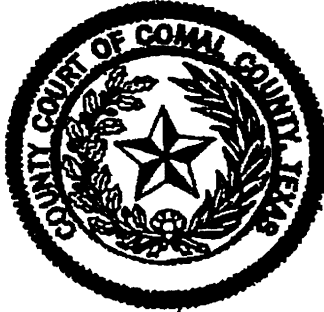
STATE OF TEXAS  
COUNTY OF COMAL

BEFORE ME, the undersigned Notary Public on the 9th day of August 2013, by John T. Zunker, President, Seven Hills Ranch Property Owners Association, a Texas non-profit corporation, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed, on behalf of said corporation.

This instrument was given to me under my hand and seal of this office this 9th day of August, 2013.



  
Notary Public Signature



This page has been added to comply with the statutory requirement that the clerk shall note the recording information at the bottom of the last page.

This page becomes part of the document identified by the instrument number affixed to the first page.

Filed and Recorded  
Official Public Records  
Joy Streater, County Clerk  
Comal County, Texas  
08/09/2013 10:58:39 AM  
TERRI 5 Page(s)  
201306033851



*Joy Streater*

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