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BECKFORD PLACE HOMEOWNERS ASSOCIATION, INC.

RECORDS PRODUCTION AND COPYING POLICY

This Records Production and Copying Policy ("Records Policy") is adopted in accordance with Texas Property Code Section 209.005 and supersedes any policy regarding inspection and copying of Records that may have previously been in effect. This Records Policy is effective when recorded in the Real Records of Harris County, Texas.

1. Definitions.

(a) Generally. The following words and phrases when used in this Policy have the following meanings:

(1) The term "Business Days" means Monday through Friday, excluding federal holidays on which national banking associations in Harris County, Texas, are authorized to be closed.

(2) The terms "Record" or "Records" mean the books and records of the Association, including financial records. The terms "Record" or "Records" specifically exclude an attorney's files and records relating to the Association and records of the Association subject to the attorney-client privilege and the work-product privilege.

(3) The term "Requesting Person" means an Owner, for himself or herself, or a person designated in writing by the Owner as the Owner's agent, attorney, or certified public accountant.

(b) Other Capitalized Terms. Any other capitalized term in this Records Policy that is not defined in this Records Policy will have the meaning set forth in, as applicable, (1) the Declaration of Restrictive Covenants for BECKFORD PLACE SUBDIVISION (as amended or restated from time to time), or (2) the Bylaws of BECKFORD PLACE HOMEOWNERS ASSOCIATION, INC., a Texas non-profit corporation (as amended or restated from time to time).

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2. Request to Inspect or Obtain Copies.

(a) A Requesting Person may submit a request to inspect or obtain copies of Records. The request must be submitted in writing and delivered to the Association by certified mail, return receipt requested, at the Association's mailing address as reflected on the Association's most current management certificate recorded in the Real Records of Harris County, Texas.

(b) A written request to inspect or obtain copies of Records must identify with sufficient detail the Records requested and contain an election either to have the Association forward copies of the identified Records or to inspect the Records requested. If the Requesting Person elects to have the Association forward copies of the identified Records, the request must indicate the address to which the Requesting Person desires to have the Records forwarded, as well as one of the available formats and delivery methods below:

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(1) Format: electronic files, compact disc, or paper copies.

(2) Delivery method: e-mail, certified mail, or pickup.

3. Response to Request. Within ten (10) Business Days after receipt of a written request under Section 2, the Association will provide one of the following as appropriate:

(a) the requested Records, if copies were requested and any required advance payment had been made;

(b) a written notice that the requested Records are available for inspection, specifying dates and times when the requested Records may be inspected by the Requesting Person during normal business hours at the Association's office;

(c) a written notice that the requested Records are available for delivery once payment of the cost to produce the requested Records is made and stating the cost;

(d) a written notice that a request for delivery does not contain sufficient information to identify the specific Records desired, the format, the delivery method, or the delivery address, as applicable;

(e) a written notice that the requested Records cannot be produced within ten (10) Business Days but will be available within fifteen (15) additional Business Days from the date of the notice and payment of the cost to produce the Records is made and stating the cost.

4. Guidelines for Inspection.

(a) A Requesting Person requesting to inspect Records must not disrupt the ordinary business activities of the office where the Records are kept during the inspection.

(b) No originals of any Records may be removed by a Requesting Person from the office where the Records are kept without the Association's express written consent.

(c) If a request is made to inspect Records and the Records are maintained in electronic format, the Requesting Person will be given access to equipment to view the electronic records. The Association will not be required to transfer the electronic records to paper format unless the Requesting Person agrees to pay the cost of producing the copies.

(d) If a Requesting Person inspecting Records requests copies of certain Records during the inspection, the Association must provide them promptly, if possible, but no later than ten (10) Business Days after the inspection or payment of costs, whichever is later.

5. Costs.

(a) A Requesting Person is responsible for all costs associated with a request made under this Records Policy, including but not limited to copies, postage, supplies, labor, overhead, and third-party fees (such as archive document retrieval fees from off-site storage

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locations) as listed below:

- (1) black and white 8½" x 11" single-sided copies ... \$0.10 each;
- (2) black and white 8½" x 11" double-sided copies ... \$0.20 each;
- (3) color 8½" x 11" single-sided copies ... \$0.50 each;
- (4) color 8½" x 11" double-sided copies ... \$1.00 each;
- (5) oversized single-sided copies ... \$0.50 each;
- (6) oversized double-sided copies ... \$1.00 each;
- (7) PDF images of documents ... \$0.10 per page;
- (8) compact disc ... \$1.00 each;
- (9) DVD ... \$3.00 each;
- (10) labor and overhead ... \$18.00 per hour;
- (11) mailing supplies ... \$1.00 per mailing;
- (12) postage ... at cost;
- (13) other supplies ... at cost; and
- (14) third-party fees ... at cost.

(b) The Association will send the Requesting Person an estimate of the costs to respond, compile, produce, and reproduce the Records requested. Any costs associated with a Records request must be paid in advance of delivery by the Requesting Person. A Requesting Person who makes a request for Records and subsequently declines to accept delivery will be liable for payment of all costs under this Records Policy.

(c) In the Association's absolute discretion, and with the concurrence of the Owner, the Association may agree to invoice the cost of the Records request to the Owner's account. The Owner must pay the total amount invoiced within thirty (30) days after the date a statement is mailed to the Owner. Any unpaid balance will accrue interest as Maintenance Charges as allowed under the Declarations.

6. Waiver of Notice and Costs. If, in the Association's discretion, a request for Records is deemed to be minimal, the Association may waive the notice requirements under Section 2 and the costs under Section 5.

7. Records of Individual Owners. Unless the Association receives express written approval from the individual Owner whose records are the subject of a request for inspection

or copying, the following Records are not available for inspection or copying by any Requesting Person:

- (a) the financial records associated with an individual Owner;
- (b) deed restriction violation details for an individual Owner; and
- (c) personal information, including contact information, other than an address for an individual Owner.

BECKFORD PLACE HOMEOWNERS ASSOCIATION, INC., a Texas non-profit corporation

By: [Signature]
Name: ROBERT COURT
Title: Association Manager

AFTER RECORDING PLEASE RETURN TO:

Beckford Place Homeowners Association
Attention: Robert Court //
P.O. Box 720032
Houston, Texas 77272

STATE OF TEXAS §
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COUNTY OF HARRIS §

BEFORE ME, the undersigned, a Notary Public in and for the State of Texas, on this day personally appeared ROBERT COURT, Association Manager of BECKFORD PLACE HOMEOWNERS ASSOCIATION, INC., known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that it was the act of BECKFORD PLACE HOMEOWNERS ASSOCIATION, INC., a Texas non-profit corporation, and that he executed it as the act of the corporation for the purposes and consideration expressed in it, and in the capacity stated in it.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this 15th day of October, 2015.

[Signature]
Notary Public – State of Texas



RECORDER'S MEMORANDUM:
At the time of recordation, this instrument was found to be inadequate for the best photographic reproduction because of illegibility, carbon or photo copy, discolored paper, etc. All blockouts, additions and changes were present at the time the instrument was filed and recorded.

RP 096-12-0753

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FILED FOR RECORD
8:00 AM

NOV -4 2015

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 herein by me, and was duly RECORDED, in the Official Public Records of Real Property of Harris
County, Texas

NOV -4 2015



Stan Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS