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WINDSOR LAKES HOMEOWNERS ASSOCIATION, INC.  
BOOKS AND RECORDS PRODUCTION POLICY

LT1-1-2011107356-1

WHEREAS, the Windsor Lakes Homeowners Association, Inc., a Texas non-profit corporation; (the "Association"), which is governed by its Board of Directors (the "Board"), is the governing entity of the Windsor Lakes Subdivision and authorized to enact this Policy; and

WHEREAS, this Books and Records Production Policy applies to the operation and utilization of property within the Windsor Lakes subdivisions as recorded in the Map and Plat Records of Montgomery County, Texas, as follows:

- (a) Windsor Lakes, Section 1, under Clerk's File No. 2002-131351;
- (b) Windsor Lakes, Section 2, under Clerk's File No. 2002-131514 and replatted under Clerk's File No. 2003-056973;
- (c) Windsor Lakes, Section 3, under Clerk's File No. 2002-131516 and amended under Clerk's File No. 2003-056902;
- (d) Windsor Lakes, Section 4, under Clerk's File No. 2003-045017;
- (e) Windsor Lakes, Section 5, under Clerk's File No. 2003-045526;
- (f) Windsor Lakes, Section 6, under Clerk's File No. 2002-131688;
- (g) Windsor Lakes, Section 7, under Clerk's File No. 2004-020265;
- (h) Windsor Lakes, Section 8, under Clerk's File No. 2004-020276;
- (i) Windsor Lakes, Section 9, under Clerk's File No. 2004-048654;
- (j) Windsor Lakes, Section 10, under Clerk's File No. 2004-048655;
- (k) Windsor Lakes, Section 11, under Clerk's File No. 2004-128282 (all sections cumulatively referred to as the "Subdivision"); and

WHEREAS, Chapter 209 of the Texas Property Code was amended, effective January 1, 2012, to add Section 209.005, which requires the Association to adopt and record a policy regarding guidelines for production of Association Books and Records to owners and the Board of Directors of the Association desires to establish guidelines in compliance with Chapter 209.005 of the Texas Property Code; and

NOW THEREFORE, the Board of Directors of the Association hereby adopts the following Records Production Policy pursuant to Chapter 209 of the Texas Property Code and the authority granted to the Board by the provisions of the By-laws:

This Books and Records Production Policy was approved by the Board of Directors for the Windsor Lakes Homeowners Association, Inc., on the 18<sup>th</sup> day of ~~NOVEMBER~~, 2011, to be effective January 1, 2012.

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- I. Copies of Association Books and Records will be available to all Owners upon their 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;
  - b. is from an Owner, the Owner's agent, attorney, or certified public accountant; and
  - c. contains sufficient detail to identify the Books and Records being requested.

**II. Owners may request to inspect the Books and Records OR may request copies of specific Books and 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 Books and Records will be made available and the location of the Books and 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 requested during the inspection upon the owner paying the Association the cost thereof.

If the owner makes a request for *copies of specific Books and Records*, the Association shall, within 10 days of the owner's request, send a response letter advising on the date that the requested copies will be made available (within **15 business days**) and the cost the owner must pay before the requested copies will be provided. Upon paying the cost of producing the requested copies, the Association shall provide the requested copies 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 Actual cost, for specialty paper (color, photograph, map, etc...) \$1.00 for each CD or audio cassette and \$3.00 for each DVD
<u>LABOR</u>	\$15.00 per hour, actual time to locate, compile and reproduce the Books and 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 Books and Records, along with postage for mailing the Books and Records

**IV. The Association hereby adopts the following form of response to Owners who request to inspect the Association Books and Records:**



**WINDSOR LAKES HOMEOWNERS ASSOCIATION, INC.  
RESPONSE TO REQUEST FOR ASSOCIATION RECORDS**

April 11, 2012

Dear Homeowner:

On April 1, 2012, the Windsor Lakes Homeowners Association, Inc., received your request to inspect the books and records of the Association. The books and records of the Association can be made available for you to inspect on regular business days, between the hours of 9:00 a.m. and 5:00 p.m., at the office of Association Management, Inc., at 2204 Timberloch Place, Suite 180, The Woodlands, Texas 77380.

Please contact the Association manager at 936-594-3805 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.

Very Truly Yours,  
Windsor Lakes Homeowners Association, Inc.

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

**WINDSOR LAKES HOMEOWNERS ASSOCIATION, INC.  
RESPONSE TO REQUEST FOR ASSOCIATION RECORDS**

April 11, 2012

Dear Homeowner:

On April 1, 2012, the Windsor Lakes Homeowners Association, Inc., 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 Association Management, Inc., at 2204 Timberloch Place, Suite 180, The Woodlands, Texas 77380; 936-594-3805.

Very Truly Yours,  
Windsor Lakes Homeowners 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.**



**FILED FOR RECORD**

12/07/2011 12:23PM

*Mark Turnbull*

COUNTY CLERK  
MONTGOMERY COUNTY, TEXAS

STATE OF TEXAS  
COUNTY OF MONTGOMERY

I hereby certify 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 Montgomery County, Texas.

12/07/2011



*Mark Turnbull*

County Clerk  
Montgomery County, Texas

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