

Records Production and Copying Policy

PARK MEADOW HOMEOWNERS' ASSOCIATION

I. Introduction

Pursuant to the dedicatory instruments granting power in the Board of Directors of the Park Meadow Homeowners' Association and as required by Texas Property Code § 209.005(i), the Board of Directors hereby adopts this Records Production and Copying Policy. This Policy establishes the reasonable charges for materials, labor, and overhead in the compilation, production, and reproduction of information requests to the Association.

II. Charges for Producing and Copying Records

A. Materials Charge

| | |
|--|---------------|
| Standard paper copy | \$0.10 / page |
| Diskette; Rewritable CD (CD-RW) | \$1.00 |
| Other electronic media | actual cost |
| Oversize paper copy | \$.50 / page |
| Miscellaneous supplies (labels, boxes, etc.) | actual cost |
| Postal and shipping charges | actual cost |
| Sales tax | not collected |
| Transactional fees (credit card fees, etc.) | actual cost |
| Extraordinary requests | T.A.C. § 70.3 |

B. Labor and Overhead Charge


| | |
|-----------------------|----------------|
| If 50 pages or less | \$0.00 |
| If more than 50 pages | \$15.00 / hour |

III. Terms

The Charges for Producing and Copying Records will apply to all documents produced by The Association or its agents in response to a document request.

If the document request is from an owner, the association will provide the owner requesting documents a final invoice within 30 days of producing the requested documents. If owner does not pay any outstanding money due within 30 days from the date the final invoice is sent, the outstanding money due will be added to the owner's account as an assessment.

This Records Production and Copying Policy shall not be interpreted to conflict with any law. Should a conflict arise, this policy is reformed to comply with the law.

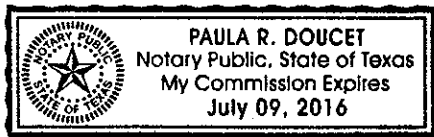


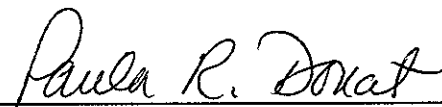
Craig Borchardt, as the President of Park Meadow
Home Owners' Association, Inc.

STATE OF TEXAS
COUNTY OF BRAZOS

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This instrument was acknowledged before me on the 29th day of October, 2012 by Craig Borchardt, as the President of Park Meadow Home Owners' Association, Inc. a Texas nonprofit corporation, on behalf of said corporation.





NOTARY PUBLIC in and for
The State of Texas

7/9/2016

Date commission expires

AFTER RECORDING, PLEASE RETURN TO:
Park Meadow Homeowners' Association
c/o Association Services
427 DELLWOOD ST
Bryan, TX 77801 USA

PREPARED BY:
Burns & Reyes-Burns, PLLC
205 South Hill Street
Caldwell, Texas 77836
Tel: 979-567-3366