

Records Production and Copying Policy

AUSTIN'S COLONY HOMEOWNERS' ASSOCIATION

I. Introduction

Pursuant to the dedicatory instruments granting power in the Board of Directors of the Austin's Colony 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.

IV. CERTIFICATION

I, the undersigned, do hereby certify:

That I am the duly elected and acting President of the Austin's Colony Homeowner's Association, Inc.

The foregoing Records Production and Copying Policy was adopted by a majority of the Board of Directors of Austin's Colony Homeowners Association, Inc. on the 2nd day of May, 2013.

IN WITNESS WHEREOF, I have hereunto subscribed my name this the 2nd day of

May, 2013.

Bettye J Pool
Signature

BETTYE J. POOL
Printed Name

Title: President

STATE OF TEXAS §
COUNTY OF BRAZOS §

BEFORE ME, on this day personally appeared Bettye J Pool the Secretary of the Austin's Colony Homeowner's Association, Inc., known by me to the person whose name is subscribed to the foregoing instrument, and acknowledged to me that s/he executed the same for the purposes and consideration therein expressed and in the capacity therein and herein stated, and as the act and deed of said corporation.

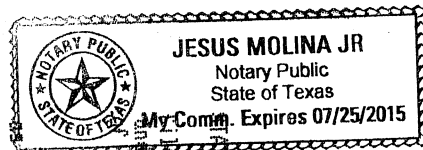
Given under my hand and seal of office, this 2nd day of May, 2013.

[Signature]
Notary Public-State of Texas

AFTER RECORDING, PLEASE RETURN TO:
Austin's Colony 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

Karen McQueen, Brazos County Clerk
BRAZOS COUNTY



Stamp: I hereby certify that this instrument was duly recorded in the volume and page of the Official Public records of: BRAZOS COUNTY, TEXAS. Stamped hereon by me. May 02, 2013.

Filed for Record in: BRAZOS COUNTY
On: May 02, 2013 at 11:15A
As of
NO LABEL RECORDING
Document Number: 01154099
Amount: 20.00
Receipt Number - 467484
By: Kala Brunner