

## **Red Oak Ranch Property Owners' Association**

### **RECORDS PRODUCTION POLICY**

This Records Production Policy was approved by the Board of Directors for the Red Oak Ranch Property Owners' Association on the 25 day of October, 2011.

- I. Copies of Association 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, or the Owner's agent, attorney, or certified public accountant; and
  - c. contains sufficient detail to identify the records being requested.
  
- II. Owners may request to inspect the books and records or may request copies of specific 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 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. The Association shall provide the owner with copies of specific documents upon the owner paying the Association the cost thereof.
  - 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.
  - 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 receipt of payment, the Association shall provide the records to the owner.
  
- III. The Association will utilize the schedule of costs provided in the Texas Administrative Code, Section 70.3 and made available online at [www.oag.state.tx.us](http://www.oag.state.tx.us).**

**IV. The Association hereby adopts the following form of response to Owners who request to inspect the Association's books and records:**

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| <p style="text-align: center;">RESPONSE TO REQUEST FOR ASSOCIATION RECORDS</p> <p>Dear Property Owner:</p> <p>On (insert date), the Association received your request to inspect the books and records of the Association. The books and records of the Association are available for you to inspect by making an appointment with the Managing Agent (insert name) during regular business hours (9 a.m. to 5 p.m.).</p> <p>Please contact the Managing Agent (insert phone number and email) 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.</p> <p>Sincerely,<br/>RORPOA</p> |
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**V. The Association hereby adopts the following form of response to Owners who request copies of specific records:**

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| <p style="text-align: center;">RESPONSE TO REQUEST FOR ASSOCIATION RECORDS</p> <p>Dear Property Owner:</p> <p>On (insert date), 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 days after the date of this response.</p> <p>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 you the requested documents. Checks should be made payable to Red Oak Ranch POA and can be sent to (insert address).</p> <p>Sincerely,<br/>RORPOA</p> |
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**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.**

**CERTIFICATION**

I, the undersigned, being the President of the Red Oak Ranch Property Owners' Association, hereby certify that the foregoing Policy was adopted by at least a majority of the Association Board of Directors.

By: \_\_\_\_\_, President

Print Name: \_\_\_\_\_