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**BAYOU WOODS TOWNHOME CONDOMINIUM ASSOCIATION D/B/A
CHATSWORTH PLACE RECORDS PRODUCTION AND RECORDS RETENTION
POLICY**

This Records Production and Records Retention Policy was approved by the Board of Directors for Bayou Woods Townhome Condominium Association d/b/a Chatsworth Place on the 4th day of November, 2011 and is effective January 1, 2012.

I. Copies of Association records will be available to all Owners upon proper request and at their own expense provided the 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 and state whether the Owner wishes to inspect the books and records prior to obtaining copies or have the Association forward copies of the requested books and records.

II. Association response:

- a. 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 after the Owner pays the Association the cost thereof. If the Association is unable to produce the information on or before the 10th business day, then they will send the Owner written notice that they are unable to comply within 10 business days and state a date by which the information will be made available for inspection that is not later than 15 business days after the request date.
- b. If the Owner makes a request for copies of specific records, to the extent those books and records are in the possession, custody and control of the Association, the Association will provide the records to the Owner within 10 business days of the Owner's request. If the Association is unable to produce the information on or before the 10th business day, then they will send the Owner written notice that they are unable to comply within 10 business days and state a date by which the information will be sent that is not later than 15 business days after the request date. Additionally, the Association will notify the Owner of the estimated cost the Owner must pay before the records will be sent. Upon paying the cost to provide the records, the Association shall send the

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records to the owner.

III. The Association hereby adopts the following schedule of costs:

- COPIES 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
\$3.00 for each DVD
- LABOR \$15.00 per hour for actual time to locate, compile and reproduce the records (can only charge if request is greater than 50 pages in length)
- OVERHEAD 20% of the total labor charge (can only charge if request is greater than 50 pages in length)
- MATERIALS Actual costs of labels, boxes, folders, and other supplies used in producing the records, along with postage for mailing the records

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

BAYOU WOODS TOWNHOME CONDOMINIUM ASSOCIATION D/B/A CHATSWORTH PLACE'S RESPONSE TO REQUEST TO INSPECT ASSOCIATION RECORDS

_____ (date)

Dear Homeowner:

On _____, 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 on regular business days, between the hours of 9 a.m. and 5 p.m., at the office of Property Masters, Inc. located at 11311 Richmond, Suite L-103, Houston, Texas 77082.

Please contact the Association's manager at 281 556-5111 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,

Bayou Woods Townhome Condominium
Association d/b/a Chatsworth Place

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

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BAYOU WOODS TOWNHOME CONDOMINIUM ASSOCIATION D/B/A CHATSWORTH PLACE'S RESPONSE TO REQUEST FOR ASSOCIATION RECORDS

_____ (date)

Dear Homeowner:

On _____, 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 business days after the date of this response.)

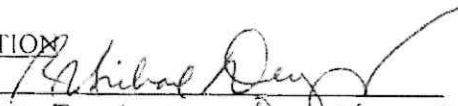
In order to obtain the records, you must first pay the Association the cost of providing the records to you. The estimated cost to obtain the records you requested is \$_____. Upon receiving payment, the Association will mail the requested documents to you. You may also make payment and pick up the documents in person at the office of Property Masters, Inc., located at 11311 Richmond, Suite L-103, Houston, Texas 77082.

Very truly yours,

Bayou Woods Townhome Condominium
Association d/b/a Chatsworth Place

- PP 081-33-0752
- 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 (other than an owner's address); additionally, no privileged attorney-client communications or attorney work product documents will be provided; and no employee information (including personnel file) will be released.
 - VIII. With regards to the inspection of ballots, only persons who tabulate ballots under 209.00594 (TPC) may be given access to the ballots cast in an election or vote.

CERTIFICATION


Name: R. MICHAEL DEVENPORT
President of the Board of Directors of
Bayou Woods Townhome Condominium
Association d/b/a Chatsworth Place

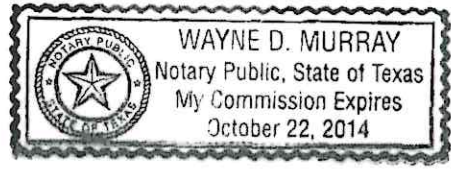
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Dated this 4th day of November, 2011.

Before me, the undersigned authority, on this day personally appeared R. MICHAEL DEVENPORT, President of Bayou Woods Townhome Condominium Association d/b/a Chatsworth Place, a Texas non-profit corporation, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that at least a majority of the Board of Directors approved this Records Production and Records Retention Policy and that he/she executed the same for the purposes and consideration therein expressed and in the capacity therein stated as the act and deed of said Board of Directors for Bayou Woods Townhome Condominium Association d/b/a Chatsworth Place

Given under my hand and seal of office, this the 4th day of November, 2011.

Wayne D. Murray
Notary Public, State of Texas



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Stan Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS

REF!
KATHY ANN TERRY
ATTORNEY AT LAW
401 STUDEWOOD, SUITE 201
HOUSTON, TX 77007

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 said County of Harris County, Texas

MAR 14 2012



Stan Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS