

BOARD RESOLUTION
OF
BROOKWOOD HILLS II HOMEOWNERS ASSOCIATION, INC

STATE OF TEXAS
COUNTY OF TARRANT

We, the undersigned, being all the elected BOARD OF DIRECTORS, of Brookwood Hills II Homeowners Association, Inc., a non-profit corporation organized and existing under the laws of Texas, hereby certify that the following is a true and correct copy of a resolution duly adopted at a meeting of the board duly held and convened on _____, _____-at which a quorum of the Board of Directors was present and voting throughout, and that such resolution has not been modified, rescinded or revoked and is at present in full force and effect.

NOW, THEREFORE, the Board has duly adopted the following Records Production and Copying Policy (the "Policy") pursuant to Texas Property Code Chapter 209.005.

Therefore, it is RESOLVED:

Association Records shall be reasonably available to every owner as described in Texas Property Code Chapter 209.005. An owner may also provide access to Records to any other person (such as an attorney, CPA, or agent) they designate in writing as their proxy for this purpose. To ensure a written proxy is actually from the owner, the owner must include a copy of his/her photo ID or have the proxy notarized.

An owner, or their proxy as described must submit a written request for access to or copies of Records. The letter must:

- a. Be sent by certified mail to the Association address as reflected in its most recent Management Certificate filed in the County Public Records;
- b. Contain sufficient detail to identify the specific Records being requested; and
- c. Indicate whether the owner or proxy would like to inspect the Records before possibly obtaining copies or if the specified Records should be forwarded. If forwarded the letter must indicate the format, preferred delivery method and address;
- d. Format: electronic files, compact disk or paper copies, and
- e. Delivery method: email, U.S. mail or pick-up.

Within ten (10) business days of receipt of the request specified, the Association shall provide:

- a. The requested Records, if copies were requested and any required advance payment had been made; or
- b. A written notice that the Records are available and offer dates and times when and where the Records may be inspected by the owner or their proxy during normal business hours; or

- c. A written notice that the requested Records are available for delivery once a payment of the cost to produce the records is made and stating the cost thereof; or
- d. A written notice that a request for delivery does not contain sufficient information to specify the Records desired, the format, the delivery method and the delivery address; or
- e. A written notice that the requested Records cannot be produced within ten (10) business days but will be available within fifteen (15) additional business days from the date of the notice and payment of the cost to produce the records is made and stating the cost thereof.

The following Association Records are not available for inspection by owners or their proxies:

- a. The financial records associated with an individual owner;
- b. Deed restriction violation details for an individual owner;
- c. Personal information, including contact information other than an address for an individual owner;
- d. attorney files and records in the possession of the attorney;
- e. attorney-client privileged information in the possession of the Association; and
- f. election ballots, except for persons who tabulate ballots.

The information in a, b, and c above will be released if the Association receives express written approval from the owner whose records are the subject of the request for inspection.

Association Records may be maintained in paper format or in an electronic format. ~~Association shall not be required to transfer such electronic records to paper format unless the owner or their proxy agrees to pay the cost of producing such copies.~~

If an owner or their proxy inspecting Records requests copies of certain Records during the inspection, Association shall provide them promptly, if possible, but no later than ten (10) business days after the inspection or payment of costs, whichever is later.

The owner is responsible for all costs associated with a request under this Policy, including but not limited to copies, postage, supplies, labor, overhead and third party fees (such as archive document retrieval fees from off-site storage locations) as listed below.

- a. Black and white 8.5"x 11" single sided copies \$.20 cents each
- b. Black and white 8.5"x 14" double sided copies \$.40 each
- c. Color 8.5 x 11" single sided copies - \$1.00 each
- d. Color 8.5"x11" double sided copies - \$2.00 each
- e. PDF images of documents \$.20 each
- f. Compact disk \$10 each
- g. Labor and overhead \$25.00/hour
- h. Mailing supplies and mailing \$10.00 for each occurrence
- i. Postage at cost
- j. Other supplies at cost
- k. Third party fees at cost

Any costs associated with a Records request must be paid in advance of delivery by the owner or their proxy. An owner who makes a request for Records and subsequently declines to accept delivery will be liable for payment of all costs under this Policy.

On a case-by-case basis where an owner request for Records is deemed to be minimal, the Association's Board may waive notice and/or fees.

All costs associated with fulfilling the request under this Policy will be paid by the Association (subject to reimbursement or payment by the requesting owner as described above).

This Policy will be duly recorded in the real property records of Tarrant County, Texas as described in Texas Property Code Chapter 209.005.

BROOKWOOD HILLS II HOMEOWNERS ASSOCIATION, INC.

CERIFICATE OF SECRETARY

The Secretary of ~~BROOKWOOD HILLS II HOMEOWNERS ASSOCIATION, INC.~~, certifies that he/she is the duly elected and qualified Secretary of BROOKWOOD HILLS II HOMEOWNERS ASSOCIATION, INC., and certifies that the above is a true and correct record of the resolution that was duly adopted by the board of BROOKWOOD HILLS II HOMEOWNERS ASSOCIATION, INC. ON _____, 20_____.

Secretary Printed Name

Secretary Signature