

**RECORDS PRODUCTION POLICY**  
**LA BUENA VIDA PROPERTY OWNERS ASSOCIATION, INC**  
**Effective 1 January 2012**

This Records Production Policy was approved by the Board of Directors of the La Buena Vida Property Owners Association, Inc. on the 14th day of September, 2011.

**I. Copies of Association records will be available to all Owners upon 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.**

- 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 upon the owner paying the Association the cost thereof.
- b. 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.
- c. 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 paying the cost to provide the records, the Association shall provide the records to the owner.

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

<u>COPIES</u>	15 cents per side, for a regular 8.5" x 11" page 25 cents per side, for legal or 11" x 17" page Actual cost, for specialty paper (color, photograph, map, etc.) \$10.00 for each CD or audio cassette \$15.00 for each DVD
<u>LABOR</u>	\$15.00 per hour for actual time to locate, compile and reproduce the records (charged if request is greater than 50 pages in length)

319795

File No.

County Clerk, Aransas County, Texas

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:**

**RESPONSE TO REQUEST TO INSPECT ASSOCIATION RECORDS**  
**LA BUENA VIDA PROPERTY OWNERS ASSOCIATION, INC**

\_\_\_\_\_ (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 Johnson & Cate Certified Public Accountants, located at 2602 Hwy 35 N, Rockport, Texas, 78382.

Please contact the Association's manager at \_\_\_\_\_ (phone number) 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,

La Buena Vida Property Owners Association, Inc.

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

**RESPONSE TO REQUEST FOR ASSOCIATION RECORDS**  
**LA BUENA VIDA PROPERTY OWNERS ASSOCIATION, INC**

\_\_\_\_\_ (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 Johnson & Cate Certified Public Accountants, located at 2602 Hwy 35 N, Rockport, Texas, 78382.

Very truly yours,

La Buena Vida Property Owners Association, Inc.

- 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 architectural plans, 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 and Notary signature on next page]

319795

File No. \_\_\_\_\_  
County Clerk, Aransas County, Texas

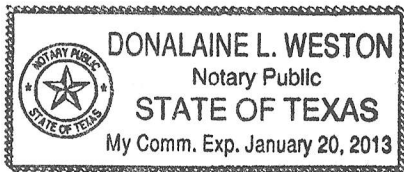
CERTIFICATION

"I, the undersigned, being the President of La Buena Vida Property Owners Association, Inc. hereby certify that the foregoing Resolution was adopted by at least a majority of the La Buena Vida Property Owners Association Board of Directors."

*Michael Zotzky*  
\_\_\_\_\_  
Michael Zotzky  
President of LBV Property Owners' Association, Inc.

THE STATE OF TEXAS       §  
  §  
COUNTY OF HARRIS       §

This instrument was acknowledged before me on the 15<sup>th</sup> day of September, 2011, by Michael Zotzky, President of LBV Property Owners' Association, Inc., on behalf of said Association.



*Donalaine Weston*  
\_\_\_\_\_  
Notary Public, State of Texas  
My Commission expires: 1-20-2013

AFTER FILING, RETURN TO:

✓ Jeanne Hunter  
Secretary, LBV Property Owners' Association, Inc.  
2207 HWY 35 N, Suite C#286  
Rockport, Texas 78382

**FILED FOR RECORD**  
**AT 2:10 P.M.**

**INDEXED**

*4/28*

OCT 03 2011

**SCANNED**

*Peggy L. Friebele*  
PEGGY L. FRIEBELE  
COUNTY CLERK, ARANSAS CO., TEXAS

*Filed by & Return to :*