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RESOLUTION OF THE BOARD OF DIRECTORS
of
UNION CREEK HOMEOWNERS ASSOCIATION, INC.
regarding
ADOPTION OF RECORDS PRODUCTION POLICY

WHEREAS, Section 1 of Article IV of the Bylaws of Union Creek Homeowners Association, Inc. (the "Association") grants the Board of Directors the authority to create and adopt rules and regulations regarding certain actions and activities of the Association and its members;

WHEREAS, pursuant to Section 209.005 of the Texas Property Code, the Board of Directors of the Association desires to set forth restrictions and guidelines regarding the production and copying of Association records for purposes of examination by or distribution to members of the Association, their agents, attorneys or certified public accountants;

NOW THEREFORE, BE IT RESOLVED, that the Association's restrictions and guidelines regarding the production and copying of Association records shall be as follows:

(1) Documents that are not available for inspection or production include:

- a) attorney files, documents that constitute attorney work product or those privileged as attorney-client communications;
- b) documents that identify violation history of an individual member of the Association, a member's personal financial information, including records of payment or nonpayment of amounts due to the Association, a member's contact information other than street address, or information related to an employee of the Association, including personnel files;

(2) A member must submit a written request by certified mail to the Association for access or information, which request includes sufficient detail describing the Association's records requested. The request must contain an election either to inspect the records before obtaining copies or to have the Association forward copies of the requested records.

a) for an inspection, the Association will, within 10 business days, send written notice of dates during normal business hours that the member may inspect the requested records to the extent those records are in the possession, custody, or control of the Association.

b) for copies, the Association will, within 10 business days, produce for the member the requested records to the extent those records are in the possession, custody, or control of the Association.

(3) The charges for production of records shall be as follows:

a) \$25.00 per hour for clerical staff to perform the compilation/production task.

b) The prevailing billing rate for an attorney, CPA, or other third party professional to perform the compilation/production task.

c) \$.10 per photocopy

d) \$1.00 per CD

e) \$3.00 per DVD

(4) The charges in number 3 above may be increased as allowed by law.

(5) The Association may require advance payment of the estimated costs of compilation, production and reproduction of the requested information. Any amounts due that exceed the estimate will be billed to the member and any amounts paid that exceed the estimate will be promptly refunded to the member.

To the extent these restrictions and guidelines contradict any previous rules, guidelines, restrictions or covenants, these restrictions and guidelines shall control. These restrictions and guidelines are supplementary and are in addition to any and all other covenants, conditions, restrictions, rules and guidelines in effect for the Association.

This resolution was passed by the Board of Directors of Onion Creek Homeowners Association, Inc. on the 15th day of December, 2011.

By



Carl Meyer, President

STATE OF TEXAS)
)
COUNTY OF TRAVIS)

This instrument was acknowledged before me on this the 23 day of December, 2011 by Carl Meyer, President of Onion Creek Homeowner's Association, Inc., on behalf of the corporation, for the purposes therein expressed.

Rosemarie Trevino
Notary Public, State of Texas

STATE OF TEXAS)
)
COUNTY OF TRAVIS)



This instrument was acknowledged before me on this the 23 day of December, 2011 by John Root, Secretary of Onion Creek Homeowner's Association, Inc., on behalf of the corporation, for the purposes therein expressed.

Rosemarie Trevino
Notary Public, State of Texas

After recording, return to:

John Daves & Associates, PLLC
3624 North Hills Drive, Suite, B-100
Austin, TX 78731

