

**OPEN RECORDS POLICY FOR
APRIL POINT SOUTH PROPERTY OWNERS ASSOCIATION**

WHEREAS, this Open Records Policy applies to the April Point South condominium, Sections 1A, 2A, 3A, and 4A, additions in Montgomery County, Texas, according to the maps or plats thereof, recorded in the Map Records of Montgomery County, Texas, under Clerk's File Nos., 7511610, 7620547, 7707002, 7740984 respectively, along with any amendments or supplements thereto.

WHEREAS, the April Point South Property Owners Association, Inc. ("Association") is charged with administering and enforcing those certain covenants, conditions and restrictions contained in the recorded Declaration for April Point South (hereafter collectively referred to as the "Declaration") in accordance with the provisions of Chapters 81 and 82 of the Texas Property Code; and

WHEREAS, the Declaration and Chapters 81 and 82 of the Texas Property Code provide that the Association shall keep certain records relating to the Association and the condominium; and

WHEREAS, the Board of Directors of the Association (the "Board") desires to establish a policy for providing its Members access to Association records consistent with Texas Property Code, Chapter 81.209 and 82.114;

NOW THEREFORE, the Board of Directors of the Association hereby adopts the following Records Retention Policy pursuant to the Texas Property Code and the authority granted to the Board by the provisions of the By-laws:

- I. All financial and other records of the association shall be reasonably available at the offices of its then management company for examination by a unit owner and the owner's agents, or in the event the Association is self-managed, at a location designated for the time of the inspection. Such owner examinations shall be on working days at convenient, established, and publicly announced hours. An attorney's files and records relating to the association are not records of the association and are not subject to inspection by unit owners.
- II. Copies of Association Books and 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 management company;
 - b. is from an Owner, the Owner's agent, attorney, or certified public accountant; and
 - c. contains sufficient detail to identify the Books and Records being requested.
- III. Owners may request to inspect the Books and Records OR may request copies of specific Books and Records.

If the owner makes a request to *inspect* the Books and Records, then the Association will respond, providing the dates and times the Books and Records will be made available and the location of the Books and 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 requested during the inspection upon the owner paying the Association the cost thereof.

If the owner makes a request for *copies of specific Books and Records*, the Association will send a response letter advising on the date that the requested copies will be made available and the cost the owner must pay before the requested copies will be provided. Upon paying the cost of producing the requested copies, the Association shall provide the requested copies to the owner.

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

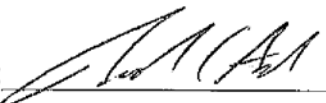
<u>COPIES</u>	10 cents per page, for a regular 8.5" x 11" page 50 cents per page, for pages 11" x 17" or greater Actual cost, for specialty paper (color, photograph, map, etc...) \$1.00 for each CD or audio cassette and \$3.00 for each DVD
<u>LABOR</u>	\$15.00 per hour, actual time to locate, compile and reproduce the Books and Records
<u>OVERHEAD</u>	20% of the total labor charge
<u>MATERIALS</u>	actual costs of labels, boxes, folders, and other supplies used in producing the Books and Records, along with postage for mailing the Books and Records

IV. 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 violations history, delinquent assessments, financial information, and contact information.

The Association, through its Board of Directors, shall have and may exercise discretionary authority concerning the restrictive covenants contained herein.

CERTIFICATION

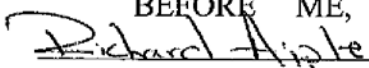
"I, the undersigned, being the President of the April Point South Property Owners Association, Inc., hereby certify that the foregoing Resolution was adopted by at least a majority of the Association Board of Directors."

By: , President

Print name: Richard Aiple

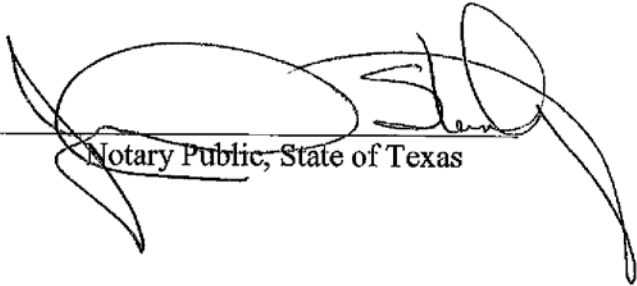
ACKNOWLEDGEMENT

STATE OF TEXAS §
 §
COUNTY OF HARRIS §

BEFORE ME, the undersigned authority, on this day personally appeared , President of the April Point South Property Owners Association,

Inc., and known by me to be the person whose name is subscribed to the foregoing document and, being by me first duly sworn, declared that he is the person who signed the foregoing document in his representative capacity and that the statements contained therein are true and correct.

Given under my hand and seal of office this the 19 day of September 2016.


Notary Public, State of Texas



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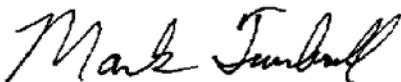


COUNTY CLERK
MONTGOMERY COUNTY, TEXAS

STATE OF TEXAS,
COUNTY OF MONTGOMERY

I hereby certify that this instrument was e-filed in the file number sequence on the date and time stamped herein by me and was duly e-RECORDED in the Official Public Records of Montgomery County, Texas.

12/19/2016



County Clerk
Montgomery County, Texas