

# Records Production and Copying Policy

SOUTHERN TRACE HOMEOWNERS' ASSOCIATION

## I. Introduction

Pursuant to the dedicatory instruments granting power in the Board of Directors of the Southern Trace Homeowners' Association and as required by Texas Property Code § 209.005(i), the Board of Directors hereby adopts this Records Production and Copying Policy. This Policy establishes the reasonable charges for materials, labor, and overhead in the compilation, production, and reproduction of information requests to the Association.

## II. Charges for Producing and Copying Records

### A. Materials Charge

Standard paper copy	\$0.10 / page
Diskette; Rewritable CD (CD-RW)	\$1.00
Other electronic media	actual cost
Oversize paper copy	Filed for Record in: 10 / Page BRAZOS COUNTY
Miscellaneous supplies (labels, boxes, etc.)	On: Feb 27, 2013 at 03:35P actual cost
Postal and shipping charges	actual cost
Sales tax	Recordings not collected
Transactional fees (credit card fees, etc.)	Document Number: 01147352 Amount actual cost 20.00
Extraordinary requests	Receipt Number: 7063974 By, Patsy Montalbano

### B. Labor and Overhead Charge

If 50 pages or less	\$0.00
If more than 50 pages	\$15.00 / hour

## III. Terms

The Charges for Producing and Copying Records will apply to all documents produced by The Association or its agents in response to a document request.

If the document request is from an owner, the association will provide the owner requesting documents a final invoice within 30 days of producing the requested documents. If owner does not pay any outstanding money due within 30 days from the date the final invoice is sent, the outstanding money due will be added to the owner's account as an assessment.

This Records Production and Copying Policy shall not be interpreted to conflict with any law. Should a conflict arise, this policy is reformed to comply with the law.

#### IV. Acknowledgment

STATE OF TEXAS  
COUNTY OF BRAZOS

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I hereby certify that, as Vice President of the Southern Trace Homeowners Association, Inc., the foregoing Records Production and Copying Policy were approved on the 25<sup>th</sup> day of January, 2013, at a meeting of the Board of Directors at which a quorum was present.

Approved on the 25 day of January  
quorum was present.

Jack Gressett  
Title: Vice President

STATE OF TEXAS §  
§  
COUNTY OF BRAZOS §

BEFORE ME, on this day personally appeared M. Jack Gressett, the Vice President of the Southern Trace Homeowners Association, Inc. , known by me to be the person whose name is subscribed to this instrument, and acknowledged to me that s/he executed the same for the purposes herein expressed and in the capacity herein stated, and as the act and deed of said corporation.

Given under my hand and seal this the 21 day of January, 2013.

Notary Public-State of Texas

*AFTER RECORDING, PLEASE RETURN TO:*  
Southern Trace Homeowners Association, Inc.  
c/o Association Services  
427 DELLWOOD ST  
Bryan, TX 77801 USA

