



BELLAVITA AT GREEN TEE HOMEOWNERS' ASSOCIATION, INC. ACCESS TO RECORDS/COPYING/PRODUCTION POLICY

NOW THEREFORE, in order to comply with Section 209.005, the Association hereby adopts the following Records/Copying/Production Policy:

- I. **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 address of the Association's authorized representative as reflected in its most recent management certificate; and
 - b. is from an Owner, or, if authorized in writing by the Owner, the Owner's agent, attorney, or certified public accountant; and
 - c. contains sufficient detail to identify the Books and Records being requested.

- II. **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's Representative will respond **within ten (10) business days** of the request, providing the dates and times the Books and Records will be made available and the location of the Books and Records. The Association's Representative and the owner shall arrange for a mutually agreeable time to conduct the inspection. The Association's Representative 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's Representative shall, **within ten (10) business days** of the owner's request, send a response letter advising on the date that the requested copies will be made available (**must be available within fifteen (15) business days of the response letter**) 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>	Charges are based on Schedule A of the Managing Agent contract in effect at the time of the request.
<u>LABOR</u>	The charge for labor only applies if the request exceeds 50 pages in length or as otherwise provided by law.
<u>OVERHEAD</u>	Overhead charges are calculated based on Texas Property Code.
<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.** If the estimated cost provided to the Owner is more or less than the actual cost of producing the document, the Association shall, within thirty (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. Unpaid invoices may be added to assessment as delinquent bills.
- V.** Unpaid invoices may be added to a homeowner account as a delinquent assessment.
- VI.** 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 restriction violations, delinquent assessments, financial information, and contact information.

CERTIFICATION

STATE OF TEXAS §
 §
COUNTY OF HARRIS §

I, the undersigned, pursuant to §202.006 of the Texas Property Code, do hereby certify, as follows:

- (1) I am an Agent for BellaVita at Green Tee Homeowners Association, Inc. a Texas non-profit corporation;
- (2) Instruments titled: "BellaVita at Green Tee Records Retention Policy", "BellaVita at Green Teen Access to Records/Copying/Production Policy", "BellaVita at Green Tee Rules and Regulations", and "Architctural Guidelines BellaVita at Green Tee Homeowners Association", are attached hereto;
- (3) The Property affected by the said Instruments is described as, to wit:

BellaVita at Green Tee, Sections 1, 2, 3, 4 and 5 additions in Harris County, Texas, according to the maps or plats thereof recorded in the Map Records of Harris County, Texas, under Clerk's File Nos. U404467, V343320, W173156, X817492 and Y808903, respectively, along with any amendments, supplements and replats. 5EE

(4) The attached Instruments are true and correct copies of the originals.

IN WITNESS WHEREOF, I have subscribed my name on this 14th of August, 2014.

By: [Signature]
 Luke P. Tollett, Attorney for BellaVita at Green Tee Homeowners Association, Inc. 2OR

STATE OF TEXAS §
 §
COUNTY OF HARRIS §

BEFORE ME, the undersigned authority, on the day personally appeared Luke P. Tollett, Attorney for the BellaVita at Green Tee Homeowners 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 14 day of August, 2014.
[Signature]
 Notary Public, State of Texas

After recording return to:
HOLT & YOUNG, P.C.
9821 Katy Freeway, Ste. 350
Houston, Texas 77024



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e-Filed & e-Recorded in the
Official Public Records of
HARRIS COUNTY
STAN STANART
COUNTY CLERK
Fees 288.00

RECORDERS MEMORANDUM

This instrument was received and recorded electronically and any blackouts, additions or changes were present at the time the instrument was filed and recorded.

Any provision herein which restricts the sale, rental, or use of the described real property because of color or race is invalid and unenforceable under federal law.

THE STATE OF TEXAS
COUNTY OF HARRIS

I hereby certify that this instrument was FILED in File Number Sequence on the date and at the time stamped hereon by me; and was duly RECORDED in the Official Public Records of Real Property of Harris County, Texas.



Stan Stanart
COUNTY CLERK
HARRIS COUNTY, TEXAS