

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 will respond **within 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 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 shall, **within 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 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>	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 (can only charge if request is greater than 50 pages in length or as otherwise provided by law)
<u>OVERHEAD</u>	20% of the total labor charge (can only charge if request is greater than 50 pages in length or as otherwise provided by law)
<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 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.
- V. 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.

BELLAVITA AT GREEN TEE HOMEOWNERS ASSOCIATION, INC.

CERTIFICATION

"I, the undersigned, being the President of Bellavita at Green Tee Homeowners' Association, Inc., hereby certify that the foregoing Resolution was adopted by at least a majority of the Association Board of Directors on the 30th day of November, 2011." 102

By: Ronald H. Gerlach President

Print Name: Ronald H. Gerlach

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

JAN - 3 2012

ACKNOWLEDGEMENT

STATE OF TEXAS §
 §
 COUNTY OF HARRIS §



Stan Stewart
 COUNTY CLERK
 HARRIS COUNTY, TEXAS

BEFORE ME, the undersigned authority, on this day, personally appeared the person whose name is subscribed to the foregoing instrument and acknowledged to me that they executed the same as the act of the Association for the purpose and consideration therein expressed and in the capacity therein stated.

Given under my hand and seal of office this 26th day of December, 2011.

 02-13-2012
 COMMISSION EXPIRES:
 NOTARY PUBLIC STATE OF TEXAS
 NANCY E. TRIGGS



Nancy E. Triggs
 Notary Public, State of Texas

After Recording Return to: N
 HOLT & YOUNG, P.C.
 11200 Richmond Ave., Ste. 450
 Houston, Texas 77082

FILED FOR RECORD
 8:00 AM

JAN - 3 2012

 NOTARY PUBLIC
 STATE OF TEXAS
 NANCY E. TRIGGS
 NOTARY PUBLIC STATE OF TEXAS
 COMMISSION EXPIRES:
 02-13-2012

Stan Stewart
 County Clerk, Harris County, Texas