

**WOODRIDGE FOREST COMMUNITY ASSOCIATION, INC.  
RECORDS PRODUCTION POLICY**

WHEREAS, the Woodridge Forest CA, Inc. (the "Association"), a Texas non-profit corporation, which is governed by its Board of Directors (the "Board"), is the governing entity of the Woodridge Forest subdivision and authorized to enact this Policy; and

WHEREAS, this Records Production Policy applies to the operation and utilization of property within the Woodridge Forest subdivision, additions in Montgomery County, Texas, according to the maps or plats thereof, recorded in the Map Records of Montgomery County, Texas, as follows:

Woodridge Forest Section One under Clerk's File No. 2013-020282, Cabinet Z, Sheet 2401;

Woodridge Forest Section Two under Clerk's File No. 2012-028199, Cabinet Z, Sheet 2171;

Woodridge Parkway under Clerk's File No. 2008-111099, Cabinet Z, Sheet 1445;

Woodridge Forest Section Three under Clerk's File No. 2012-037254, Cabinet Z, Sheet 2193;

Woodridge Forest Section Four under Clerk's File No. 2015-069192, Cabinet Z, Sheet 3549;

Woodridge Forest Section Five under Clerk's File No. 2014-103420, Cabinet Z, Sheet 3103;

Woodridge Forest Section Six under Clerk's File No. 2013-065834, Cabinet Z, Sheet 2512;

Woodridge Forest Soaring Woods under Clerk's File No. 2015-017146, Cabinet Z, Sheet 3274;

Woodridge Forest Section Seven under Clerk's File No. 2015-088800, Cabinet Z, Sheet 3619;  
along with any amendments, replats, and supplements thereto (all sections collectively referred to as the "Subdivision"); and

WHEREAS, the Board of Directors of the Association desires to enact a Records Production Policy in compliance with the Texas Property Code;

NOW THEREFORE, in accordance with the foregoing:

This Books and Records Production Policy was approved by the Board of Directors for the Woodridge Forest CA, Inc., on the 6th day of April, 2016, to be effective April 6, 2016.

- 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 Association's address as reflected in its most recent Management certificate;

RECORDED BY TEXAS AMERICAN TITLE COMPANY

ACCOMODATION RECORDING

- 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.

**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 days of the owner's request, send a response letter advising on the date that the requested copies will be made available (within **15 business days**) 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)
<u>OVERHEAD</u>	20% of the total labor charge (can only charge if request is greater than 50 pages in length)
<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. The Association hereby adopts the following form of response to Owners who request to inspect the Association Books and Records:**

WOODRIDGE FOREST CA, INC.  
RESPONSE TO REQUEST FOR ASSOCIATION RECORDS

April 11, 2012

Dear Homeowner:

On April 1, 2012, the Woodridge Forest CA, Inc. received your request to inspect the books and records of the Association. The books and records of the Association can be made available for you to inspect on regular business days, between the hours of 9:00 a.m. and 5:00 p.m., at the office of \_\_\_\_\_, at \_\_\_\_\_, Texas 77\_\_\_\_\_.

Please contact the Association manager at \_\_\_\_\_ to arrange for a mutually agreeable time for you to come and inspect the books and records. Please be advised that if you desire copies of specific records during or after the inspection, you must first pay the associated costs before the copies will be provided to you. A schedule of costs is included with this response.

Very Truly Yours,  
Woodridge Forest CA, Inc.

**V. The Association hereby adopts the following form of response to Owners who request copies of specific records:**

WOODRIDGE FOREST CA, INC.  
RESPONSE TO REQUEST FOR ASSOCIATION RECORDS

April 11, 2012

Dear Homeowner:

On April 1, 2012, the Woodridge Forest CA, Inc. received your request for copies of specific Association records. We are unable to provide you with the requested records within 10 business days of your request. However, the requested records will be available to you no later than 15 business days after the date of this response.

In order to obtain the records you must first pay the Association the cost of providing the records to you. The estimated cost to obtain the records you requested is \$\_\_\_\_\_. Upon receiving payment, the Association will mail the requested documents to you. You may also make payment and pick up the documents in person at the office of \_\_\_\_\_, at \_\_\_\_\_, Texas 77\_\_\_\_\_.

Very Truly Yours,  
Woodridge Forest CA, Inc.

- VI. 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.
- VII. 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.

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

WOODRIDGE FOREST CA, INC.  
CERTIFICATION

"I, the undersigned, being the President of the Woodridge Forest CA, Inc., hereby certify that the foregoing Resolution was adopted by at least a majority of the Association Board of Directors on the 6 day of APRIL, 2016."

By:  President

Print name: HARRIS MASTERSON

ACKNOWLEDGEMENT

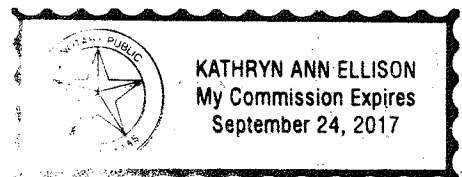
STATE OF TEXAS           §  
  §  
COUNTY OF MONTGOMERY §

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 6th day of April, 2016.

  
Notary Public, State of Texas

After Recording Return to:  
Preferred Management Services  
P.O. Box 690269  
Houston, TX. 77269



# 129571300

E-FILED FOR RECORD  
04/08/2016 11:09AM



COUNTY CLERK  
MONTGOMERY COUNTY, TEXAS

STATE OF TEXAS  
COUNTY OF MONTGOMERY

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

04/08/2016



County Clerk  
Montgomery County, Texas