

Bill & Return to
University Title Company
P.O. Drawer DT
College Station, Texas 77841

Filed for Record in:
BRAZOS COUNTY

On: Sep 05, 2013 at 02:38P

GF# 133510 MAR

As a
NO LABEL RECORDING

Document Number: 01169360

The Spring Community Foundation
RECORDS PRODUCTION AND COPYING POLICY

Amount: 24.00

August 2013

Receipt Number - 483593

By,
Patsy Montalbano

Texas Property Code Section 209.005(i) requires that a Home Owner's Association adopt a records production and copying policy that prescribes the costs the association will charge for the compilation, production, and reproduction of information requested under Section 209.005.

XEROX COPY

An owner of property in The Spring Community Foundation ("Foundation") requesting Association Records as permitted in Texas Property Code Section 209.005 shall pay for the costs related to the compilation, production, or reproduction of information requested. When a request for information is made in conformance with the requirements of Section 209.005, the Foundation shall determine a good faith estimate of the actual costs for production, and shall require advance payment of the estimated costs of compilation, production, and reproduction of the requested information in the amounts prescribed by this policy. If the estimated costs are lesser or greater than the actual costs, the Foundation shall submit a final invoice to the owner on or before the 30th business day after the date the information is delivered. If the final invoice includes additional amounts due from the owner, the additional amounts, if not reimbursed to the Foundation before the 30th business day after the date the invoice is sent to the owner, may be added to the owner's account as an assessment. If the estimated costs exceeded the final invoice amount, the owner is entitled to a refund, and the refund shall be issued to the owner not later than the 30th business day after the date the invoice is sent to the owner.

The applicable charges for standard paper copies and for labor are as follows:

Charge for standard paper copy (each side of a sheet that has recorded information is considered a separated page).....\$0.10 per page

Charge for labor to process a request for information (includes the actual time to locate, compile, manipulate data, and reproduce the requested information).....\$15.00 per hour

All other costs will be billed at actual amounts incurred.

Executed to be effective for all purposes as of the 26th day of August, 2013.



John E. McFarlane, Jr.
President, Board of Directors The Spring Community Foundation

STATE OF TEXAS

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COUNTY OF BRAZOS

BEFORE ME, the undersigned authority, on this day personally appeared John E. McFarlane, Jr. known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed, and in the capacities stated.

SUBSCRIBED AND SWORN TO BEFORE ME, this 3rd day of September, 2013.

Debra K Hernandez
Notary Public in and for the State of Texas

