

THE COLONY TOWNHOMES ASSOCIATION, INC.  
RECORDS RETENTION POLICY

WHEREAS, the Association, through its Board of Directors, has and may exercise discretionary authority concerning restrictive covenants, rules, and regulations in the Subdivision;

now, therefore, it is **RESOLVED**, that

Pursuant to Texas Property Code Section 209.005(m), the Board of Directors adopts the following document retention policy:

1. The Articles of Incorporation; Bylaws; Restrictions; and all amendments thereto shall be retained permanently.
2. Financial books and records shall be retained for seven years.
3. Tax returns and audit records shall be retained for seven years.
4. Minutes of meetings of the owners and the Board shall be retained for seven years.
5. Account records of current owners shall be retained for five years.
6. Contracts with a term of one year or more shall be retained for four years after the expiration of the contract term.

Upon expiration of the retention period above, these documents will be destroyed. Documents not listed above are not subject to a retention period and will be destroyed when deemed appropriate by the Board of Directors or the Managing Agent.

Adopted June 13, 2012.

attest:

Merrill Wood  
Merrill Wood, President

Amy Wood  
Amy Wood, Secretary



THE COLONY TOWNHOMES ASSOCIATION, INC.  
RECORDS PRODUCTION AND COPYING POLICY

WHEREAS, the Association, through its Board of Directors, has and may exercise discretionary authority concerning restrictive covenants, rules, and regulations in the Subdivision;

now, therefore, it is **RESOLVED**, that

Pursuant to Texas Property Code Section 209.005, the Board of Directors adopts the following records production and copying policy:

1. It is the policy of the Association to make the books and records of the Association, including financial records, open to and reasonably available for examination by an owner, or a person designated in writing signed by the owner as the owner's agent, attorney, or certified public accountant (the owner's representative) in accordance with the following:
2. The owner or owner's representative must submit a written request for access or information. The written request must:
  - (a) be sent by certified mail, return receipt requested, to the address in the most current Management Certificate in the County Courthouse Records; and
  - (b) describe in sufficient detail the specific books and records of the Association requested; and
  - (c) contain an election either to inspect the requested books and records or to have the Association forward copies of the requested books and records.
3. If inspection is requested, the Association shall send written notice of the location, date(s), and time(s) the requested books and records will be made available. Such notice will be sent within ten business days after receipt of the request, except as provided below. The inspection shall take place at a mutually agreed time during normal business hours. The inspecting party may identify and request copies, at the owner's expense, of books and records inspected.
4. If copies are requested, the Association shall produce copies of the requested books and records within ten business days after receipt of the request, except as provided below.
5. If the Association is unable to produce the requested books and records within the ten business days above, the Association shall send written notice of a date when such will be sent or made available, provided that such date shall be no later than fifteen business days after the date of the notice.
6. Books and records will be produced only to the extent those requested books and records are in the possession, custody, or control of the Association. Except as otherwise provided in Sections 209.005, 209.008(d), or 209.0057 of the Texas Property Code, the following are not subject to inspection or production:
  - (a) financial information of any owner, including payments made or due the Association;
  - (b) information regarding possible or actual violations of a dedicatory instrument by any owner;
  - (c) contact information of any owner other than the owner's address;
  - (d) information related to an employee of the Association;
  - (e) attorney files and records relating to the Association;
  - (f) ballots cast in an election or removal of Directors.

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RECORDS PRODUCTION AND COPYING POLICY

7. The Association will charge the owner for the compilation, production, and reproduction of information requested. An estimate of the charges incurred in responding to any request hereunder must be paid in advance. All such charges, if not paid, will be added to the assessments due on the property. Charges include all reasonable costs of materials, labor, and overhead, and will be the maximum costs applicable for an item under the Texas Administrative Code, Section 70.3, as same may be amended from time-to-time. As of the date of this policy, those costs include, but are not limited to:

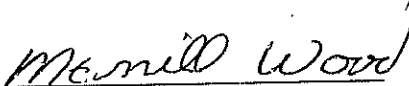
- (a) copies (8½ x 11): \$0.10 per page. (Each side that has recorded information is considered a page.)
- (b) oversize copies (11 x 17, green bar, blue bar): \$0.50 per page.
- (c) specialty paper (blueprint, map, photographic): actual cost.
- (d) labor: \$15.00 per hour for the actual time to locate, compile, organize, redact, and/or reproduce the requested documents. (Labor will not be charged if the request involves 50 or fewer pages unless the records are in a remote location or are in two or more separate buildings that are not connected.)
- (e) overhead: 20% of the total labor charge.
- (f) materials: actual cost of envelopes, boxes, labels, folders, and other supplies.
- (g) postage and shipping or delivery costs: actual cost.

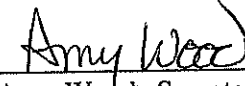
If the actual costs incurred are different than the estimated costs paid in advance, the Association will issue a refund or invoice as appropriate.

8. As used herein, "business day" means a day other than Saturday, Sunday, or a state or federal holiday.

Adopted June 13, 2012.

attest:

  
Merrill Wood, President

  
Amy Wood, Secretary

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.

JUN 18 2012



  
COUNTY CLERK  
HARRIS COUNTY, TEXAS

**RECORDER'S MEMORANDUM:**  
At the time of recordation, this instrument was found to be inadequate for the best photographic reproduction because of illegibility, carbon or photo copy, discolored paper, etc. All blockouts, additions and changes were present at the time the instrument was filed and recorded.