

**CLAY ROAD HOMEOWNERS ASSOCIATION, INC.
BOOKS AND RECORDS PRODUCTION POLICY**

STATE OF TEXAS §

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COUNTY OF HARRIS §

WHEREAS Clay Road Homeowners Association, Inc., (hereinafter the "Association") is a Texas nonprofit corporation and the governing entity for Cypress Meadows, Sections 1-3, 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. G174451, H089088, and H832116, respectively, along with any replats thereto, and along with any additional real property brought under the Association's jurisdiction (hereinafter the "Subdivision"); and,

WHEREAS Section 209.005(i) of the Texas Property Code states that "a property owners' association board must adopt a records production and copying policy;" and,

WHEREAS this Dedicatory Instrument represents Restrictive Covenants as those terms are defined by Texas Property Code Section 202.001, et seq., and the Association shall have and may exercise discretionary authority with respect to these Restrictive Covenants; and,

NOW THEREFORE, pursuant to the foregoing and in compliance with the Texas Property Code, the Association hereby adopts and imposes on the Subdivision the following Books and Records 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 Association's address as reflected on its most recent management certificate; and,
- b. is from an Owner, or, a person designated in a writing signed by the Owner as the Owner's agent, attorney, or certified public accountant; and,
- c. contains sufficient detail to identify the Books and Records being requested; and,
- d. contains an election either to inspect the books and records before obtaining copies, or, to have the Association forward copies of the requested books and records to the Owner.

II. Owners may request to inspect the Books and Records *OR* may request copies of specific Books and Records.

- a. If the Owner makes a request to *inspect* the Books and Records, then the Association will respond **within ten (10) business days** of the request,

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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.

- i. The Association shall provide the Owner with copies of specific documents requested during the inspection upon the Owner paying the Association the cost thereof.
- b. If the Owner makes a request for *copies of specific Books and Records*, the Association shall, within ten (10) business days of the Owner's request, send a response advising Owner of the date by which the requested copies will be available, and such date must be within fifteen (15) business days of the Association's response. Such response shall inform Owner of the cost Owner must pay before the requested copies will be provided.
 - i. Upon Owner 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 fifty (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 fifty (50) pages in length or as otherwise provided by law).
<u>MATERIALS:</u>	Actual costs of labels, boxes, folders, specialty paper, and other supplies used in producing the Books and Records, along with postage for mailing the Books and Records.
<u>OTHER COSTS:</u>	As listed in Title 1, Part 3, Chapter 70, Rule 70.3, Texas Administrative Code.

- 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 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.**

VII. Unless authorized in writing or by court order, the Association will not provide copies of any records that contain the personal information of any Owner, including restriction violations, delinquent assessments, financial information, and contact information.

CERTIFICATION

"I, the undersigned, being a Director of Clay Road Homeowners Association, Inc., hereby certify that the foregoing was adopted by the Association's Board of Directors, by the vote of at least a majority of the Board of Directors, at a duly called open meeting of the Board of Directors, properly noticed to the membership, at which a quorum of the Board was present."

By: Amy Dulles, Director.

Print Name

Amy Dulles

Date:

7/15/25

STATE OF TEXAS

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COUNTY OF HARRIS

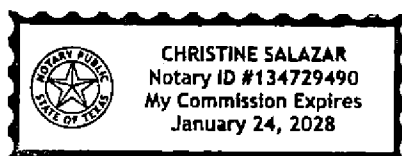
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BEFORE ME, the undersigned authority, on the day personally appeared the person whose name is subscribed to the foregoing document and being by me first duly sworn, declared that they are the person who signed the foregoing document in their representative capacity and that the statements contained therein are true and correct.

Given under my hand and seal of office this the 15th day of July 2025.

[Signature]
Notary Public, State of Texas



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Pages 4
07/18/2025 09:29 AM
e-Filed & e-Recorded in the
Official Public Records of
HARRIS COUNTY
TENESHIA HUDSPETH
COUNTY CLERK
Fees \$33.00

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.



Teneshia Hudspeth
COUNTY CLERK
HARRIS COUNTY, TEXAS

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