

SOUTHGATE PROPERTY OWNERS ASSOCIATION RECORDS PRODUCTION AND COPYING POLICY

WHEREAS, Southgate Property Owners Association (hereinafter referred to as the “Association” or the “SPOA”) located at 100 West Moore Road, Pharr, Texas 78577, constitutes a property owners association under the provisions of Chapter §209 of the Texas Property Code (the “Code”);

WHEREAS, Section §209.005(i) of the Code requires the Association to adopt a records production and copying policy that prescribes the costs the SPOA will charge for the compilation, production, and reproduction of information requested by a member of the Association (hereinafter referred to as a “Member”) in accordance with the terms of Section §209.005 of the Code; and

WHEREAS, The Board of Directors of the Association (hereinafter referred to as the “SBOD” or the “Board”) desires to adopt such a records production and copying policy as required under Section §209.005(i) of the Code.

NOW, THEREFORE, the Board hereby adopts the Records Production and Copying Policy (the “Policy”), as set forth below.

1. BOOKS AND RECORDS SUBJECT TO PRODUCTION

Subject to the terms of this Policy and Section §209.005 of the Texas Property Code (and any amendment thereto), the Association will make its books and records, including financial records, to the extent such books and records are in the possession, custody, or control of the Association, open to and reasonably available for examination by a Member of the Association or a person designated in a written instrument signed by the Member as the Member’s agent, attorney, or certified public accountant, in accordance with Section §209.005 of the Code (hereinafter referred to as the “Requesting Party”). A Requesting Party is also entitled to obtain copies of the information contained in the Association’s books and records.

Except as provided by Section §209.005(d) of the Code, an attorney’s files and records relating to the Association are not records of the Association and are not subject to inspection by a Requesting Party or subject to production in a legal proceeding.

In accordance with the provisions of Section §209.005(k) of the Code, and except as otherwise authorized or required pursuant to Section §209.005(l) of the Code, the Association shall not release or allow inspection of any books or records that identify the dedicatory instrument violation history of an individual Member, a Member's personal financial information, including records of payment or nonpayment of amounts due to the Association, a Member's contact information, other than his or her address, or information related to an employee of the Association, including personnel files.

2. Procedures for Requesting Inspection and/or Copying of Association's Records:

(A) Request for Information:

To inspect or obtain copies of the Association's records, a Requesting Party must submit a written request for information by certified mail to the Association at its mailing address as reflected on the most current recorded management certificate for the Association.

The written request for information must describe with sufficient detail the Association's books and records being requested and contain 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 Requesting Party without any advance inspection.

(B) Inspection of Association's Books and Records:

If an advance inspection of the Association's books and records is requested, within ten (10) business days from the date the Association receives the written request for information, the Association will send to the Requesting Party a written notice specifying the location and alternative dates that such person may inspect during normal business hours the requested books and records to the extent those books and records are in the possession, custody, or control of the Association. The inspection of the requested books and records shall take place at a mutually agreed upon time during normal business hours.

The alternative inspection dates proposed by the Association will be within ten (10) business days from its receipt of the request for information, unless the Association is unable to produce copies of the requested books and records and make them available for inspection within ten (10) business days from receipt of the request for information. In such event, the Association's written notice to the

Requesting Party will state that the association is unable to produce the information within ten (10) business days from the date it received the request for information and it will specify alternative inspection dates that will occur no later than fifteen (15) business days after the date of the Association's written notice to the Requesting Party.

If the Requesting Party wants to obtain copies of any of the books and records produced for inspection, the Requesting Party must identify the books and records at the inspection that the Association is to copy and forward to the Requesting Party.

(C) Copying of Association's Books and Records:

If copies of identified books and records are requested without an advance inspection of such books and records or are requested following an inspection of such books and records, within ten (10) business days from the date the Association receives the written request or the date of the inspection (as applicable), it will, to the extent such books and records are in its possession, custody or control, produce copies of the requested books and records for the Requesting Party.

If the Association is unable to produce copies of such requested books or records within ten (10) business days from the written request or inspection, it will provide written notice to the Requesting Party of its inability to produce the requested books and records within ten (10) business days and will state a date by which such copies of such requested books and records will be produced to the Requesting Party, which may not be more than fifteen (15) business days after the date of each notice.

The Association reserves the right to produce copies of the requested books and records in hard copy, electronic form, or any other format reasonably available to it, and the manner of production shall be determined by the Association in its sole discretion.

3. Responsibility for Records Production and Copying Charge

A Member of the Association who, or whose designated representative, submits a request for information to the Association (The "Requesting Member") shall be responsible for the costs, expenses and charges incurred by the Association in responding to such request for information from such Member or his or her

designated representative in accordance with the terms of the Texas Administrative Code Title I, Section §70.3 (and any amendment, modification, update , or increase of such terms) ("Production and Copying Charges"). As of the effective date of the adoption of this Records Production and Copying Policy, the allowable Production and Copying Charges under Texas Administrative Code Title 1, Section §70.3 are as follows:

A. Copy Charges:

(i) Standard paper copy. Standard paper copy charges consist of the charges for reproducing requested information and records on standard size paper by means of an office machine copier or a computer printer. The charge for standard paper copies is \$.10 per page or part of a page. Each side that has recorded information is considered a separate page.

(ii) Nonstandard copy. Nonstandard copy charges consist of charges for the costs of materials, other than the standard size paper, onto which requested information and records are copied (excluding any applicable additional charges that may be associated with a particular request, such as labor or overhead charges). The charges for nonstandard copies are:

(a)	Diskette	\$1.00
(b)	Magnetic Tape	Actual Cost
(c)	Data Cartridge	Actual Cost
(d)	Tape Cartridge:	Actual Cost
(e)	CD	\$1.00
(f)	DVD	\$3.00
(g)	JAZ Drive	Actual Cost
(h)	Other Electronic Media:	Actual Cost
(i)	VHS Video Cassette	\$2.50
(j)	Audio Cassette	\$1.00
(k)	Oversize Paper Copy	\$.50
(l)	Specialty Paper	Actual Cost

B. Labor Charges:

Labor charges consist of the labor costs incurred in processing a request for information or records, and include the actual time to locate, compile, manipulate data, and reproduce the requested information or record. The charge for labor costs incurred in processing a request for information is \$15.00 an hour.

C. Overhead Charge:

Whenever a labor charge is incurred in processing a request of the information or records, the Association shall also charge a Requesting Member for any other direct and indirect costs incurred in processing a request for information, including an overhead charge to cover such costs as depreciation of capital assets, rent, maintenance and repair, utilities and administrative overhead. The overhead charge is computed at twenty percent (20%) of the labor charge made to cover any labor costs associated with a particular request. By way of example, if one hour of labor is expended in processing a particular request for information, the overhead charge would be three dollars \$3.00 (\$15.00 for one hour of labor multiplied by 20% or .20).

D. Miscellaneous Supplies:

The Association shall also charge a Requesting Member for the actual cost of miscellaneous supplies, such as labels, boxes and other supplies, used to product the requested information to the Requesting Party.

E. Postal and Shipping Charges:

The Association shall also charge a Requesting Member for any related postal or shipping expenses that are necessary to transmit the reproduced information to the Requesting Party.

4. Advance Payment of Production and Copying Charges:

The Association requires advance payment by the Requesting Member of the estimated amount of Production and Copying Charges to be incurred in responding to a request for information, which will be estimated by using the amounts prescribed by this Policy. Within thirty (30) business days from the date copies of the requested information are delivered to the Requesting Party, the Association will submit a final invoice to the Requesting Member for the actual

amount of Production and Copying Charges incurred by the Association in responding to such request for information (“Final Invoice”).

If the estimated amount of Production and Copying Charges exceeds the actual amount of such charges, as reflected in the Final Invoice, the Requesting Member shall be entitled to a refund of the excess amount, and the Association will send payment of such excess amount to the Requesting Member within thirty (30) business days from the date the Final Invoice is sent to the Requesting Member.

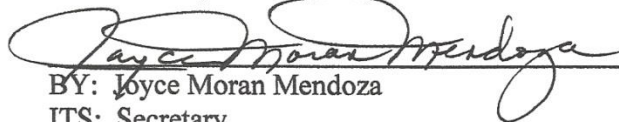
If the actual amount of Production and Copying Charges as reflected in the Final Invoice, exceeds the estimated amount of such charges, the additional amount of Production and Copying Charges incurred by the Association must be paid by the Requesting Member within thirty (30) business days from the date the Final Invoice is sent to the Requesting Member. If the Requesting Member does not timely pay the Association, the additional amount of Production and Copying Charges, such amount shall be added to the Requesting Member’s account as an assessment.

(Signatures and approvals follow on subsequent pages)

CERTIFICATION

IN WITNESS WHEREOF, the undersigned, Joyce Moran Mendoza, as the duly elected, qualified, and acting Secretary of Southgate Properties Association, a Texas nonprofit corporation, hereby certifies on behalf of the Association that this Records Production and Copying Policy was duly adopted by the Board of Directors of the Association at a meeting of the Southgate Board of Directors held on June 13, 2018 and shall take effect upon its recording in the Official Public Records of Hidalgo County, Texas.

SOUTHGATE PROPERTY OWNERS ASSOCIATION
A Texas nonprofit corporation


BY: Joyce Moran Mendoza
ITS: Secretary

THE STATE OF TEXAS §
COUNTY OF HIDALGO §

This instrument was acknowledge before me on the 13th day of
June, 2018 by Joyce Moran Mendoza, Secretary of
Southgate Property Owners Association, a Texas nonprofit corporation.

(Seal)

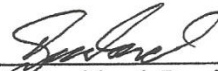



Notary Public Signature


CERTIFICATE OF ATTESTATION

The undersigned being the Southgate Property Owners Association elected Board of Directors, hereby unanimously enact and approve the:

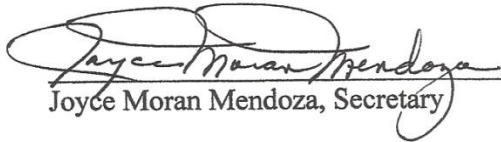
**SOUTHGATE PROPERTY OWNERS ASSOCIATION RECORDS
PRODUCTION AND COPYING POLICY.**



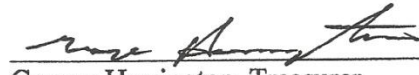
Claude J. Buckland, President




Viola De Ochoa, Vice President



Joyce Moran Mendoza, Secretary



George Herrington, Treasurer



Linda O'Donohue, Member at Large

THE STATE OF TEXAS §
COUNTY OF HIDALGO §

Before me, the undersigned Southgate Property Owners Association Board of Directors on this date personally appeared Claude J. Buckland, President; Viola De Ochoa, Vice President; Joyce Moran Mendoza, Secretary; George Herrington, Treasurer; and Linda O'Donohue, Member at Large. Known to me to be the persons whose names are subscribed in the Certificate of Attestation and acknowledged to me that they each executed the same in the capacities stated and for the purposes and consideration therein expressed.

This instrument was acknowledge before me on the 13th day of

June, 2018

(Seal)





Notary Public Signature



VG-120-2018-2925153

Hidalgo County
Arturo Guajardo Jr.
County Clerk
Edinburg, Texas 78540

Document No: 2925153

Billable Pages: 8

Recorded On: June 15, 2018 11:01 AM

Number of Pages: 9

*****Examined and Charged as Follows*****

Total Recording: \$ 64.00

*****THIS PAGE IS PART OF THE DOCUMENT*****

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.

File Information:

Document No: 2925153
Receipt No: 20180615000164
Recorded On: June 15, 2018 11:01 AM
Deputy Clerk: Tania Rivera
Station: CH-1-CC-K11

Record and Return To:

Southgate Property Owners Association
100 West Moore Rd #91
Original returned to customer/PCR
Pharr TX 78577



STATE OF TEXAS
COUNTY OF HIDALGO

I hereby certify that this Instrument was FILED in the File Number sequence on the date/time printed hereon, and was duly RECORDED in the Official Records of Hidalgo County, Texas.

Arturo Guajardo Jr.
County Clerk
Hidalgo County, Texas