

OPEN RECORDS

PRODUCTION AND COPYING POLICY

THE WOODS OF ST. CLARE PROPERTY OWNERS ASSOCIATION, INC.

THE WOODS OF ST. CLARE OWNERS ASSOCIATION, INC. ("Association"), is the governing body which manages and regulates the subdivision known as THE WOODS OF ST. CLARE SUBDIVISION, and more particularly described in a plat thereof recorded in Volume 8, Page 500 of the Map and Plat Records of Guadalupe County, Texas.

Pursuant to Texas Property Code §209.005, if an Open Records request is made, the Association may charge the requestor all reasonable costs of materials, labor, and overhead for compelling, producing, and reproducing the requested information. The Association's charges to an owner are tied to the rates published in §70.3 of the Texas Administration Code (Title 1, Part 3, Chapter 70), which cannot be exceeded, but which are periodically evaluated and updated by the State of Texas.

The charges shown on Exhibit "A" hereto are in effect on the date this policy is adopted, and will change automatically with changes in the State's maximum rate for Public Information requests.

Notwithstanding anything to the contrary in any writing or communication made by the Association, the Association will not in any event be entitled to receive or collect Open Records charges from an owner in amounts greater than the maximum charges permitted by applicable law. If from any circumstances whatsoever the Association charges or receives an amount in excess of the maximum charges permitted by law, the excess amount will be reimbursed.

The Association may reduce or waive some or all of the charges addressed by this policy on an ad hoc basis without waiving the right to charge such fees on future requests.

The Association may require advance payment of the estimated charges addressed by this policy. Within 30 business days after delivering the requested information, the Association will provide the owner with an invoice of the actual charges. If the actual costs are less than the prepaid estimated costs, the Association will refund the difference to the owner within thirty (30) business days after sending the invoice. If the actual costs are greater than the prepaid estimated cost, the difference is due and payable to the Association by the owners within thirty (30) business days after the invoice was sent to the owner, after which time the Association may add the unpaid amount to the owner's assessment account.

The Board of Directors adopted this Policy to ensure that the Association complies with requirements of State Law, and instructed the undersigned to execute this Policy and to effect its recording.

The Board of Directors adopted this Policy to ensure that the Association complies with requirements of State Law, and instructed the undersigned to execute this Policy and to effect its recording.

SIGNED on July 28, 2016, to ensure compliance with requirements of State Law.

THE WOODS OF ST. CLARE PROPERTY
OWNERS ASSOCIATION, INC.

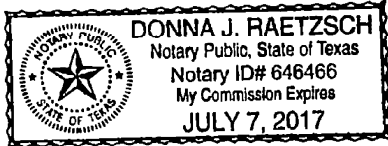
By: _____

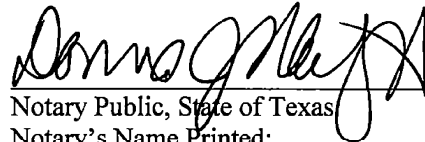
DALE KOEHLER, President

EXHIBIT "C"

STATE OF TEXAS §
 § ACKNOWLEDGMENT
COUNTY OF GUADALUPE §

This instrument was acknowledged before me, the undersigned authority, on July 28, 2016, by DALE KOEHLER, President of THE WOODS OF ST. CLARE PROPERTY OWNERS ASSOCIATION, INC., a Texas Non- profit corporation, on behalf of said corporation.





Notary Public, State of Texas
Notary's Name Printed: _____

After recording, please return to: