

Matagorda County
Janet Hickl County Clerk
1700 7th St. Rm 202
Bay City, TX 77414



70 2018 00002515

Instrument Number: 2018-2515

As

Recorded On: May 01, 2018

Recordings

Billable Pages: 4

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Comment:

(Parties listed above are for Clerks reference only)

**** THIS IS NOT A BILL ****

Recordings	38.00
Total Recording:	38.00

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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 Number: 2018-2515

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Record and Return To:

GRETCHEN LEATHERWOOD

PO BOX 644

MARKHAM TX 77456-0644

User / Station: B Sassman - CC-Front Counter

STATE OF TEXAS COUNTY OF MATAGORDA
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 RECORDS of Matagorda
County, Texas.



Janet Hickl
COUNTY CLERK, Matagorda County, Texas

RECORDS PRODUCTION AND COPYING POLICY

[Tex. Prop. Code Sec. 209.005]

Date: April 7, 2018**Subdivision:** TRES PALACIOS OAKS**Property Owners' Association:** TRES PALACIOS OAKS PROPERTY OWNERS ASSOCIATION**Charges:** Charges for examining and copying Property Owners' Association information are set out in Schedule 1.

Except for information deemed confidential by law or court order, the Property Owners' Association will make its books and records open to and reasonably available for examination by an owner of property in the Subdivision, or a person designated in a writing signed by the owner as the owner's agent, attorney or certified public accountant, in accordance with Texas Property Code Section 209.005. Owners are also entitled to obtain copies of information in the Property Owners' association's books and records upon payment of the Charges for the copies. To the extent the Charges in this Policy exceed the charges in 1 Texas Administrative Code Sec. 70.3, the amounts in 1 Texas Administrative Code Sec. 70.3 shall govern.

Information not subject to inspection by owners includes, but is not limited to:

1. Any document that constitutes the work product of the Property Owners' Association's attorney or that is privileged as an attorney-client communication;
2. Files and records of the Property Owner' Association's attorney relating to the Property Owners' Association, excluding invoices requested by an owner under Texas Property Code §209.008(d);
3. Except to the extent the information is provided in the meeting minutes or as authorized by Tex. Prop. Code § 209.005(1),
 - a. Information that identifies the dedicatory instrument violation history of an individual owner;
 - b. An owner's personal financial information, including records of payment or nonpayment of amounts due the Property Owners' Association,
 - c. An owner's contact information, other than the owner's address, and
 - d. Information related to an employee of the Property Owner's Association, including personnel files.

If a document in the Property Owners' Association's attorney files and records relating to the Property Owners' Association would be responsive to a request by an owner to inspect or copy Property

Owners' Association documents, the document will be produced by using the copy from the attorney's files and records if the Property Owners' Association has not maintained a separate copy of the document.

Procedures for Owners to Inspect Property Owners' Association Information and/or Obtain Copies

1. An owner or the owner's agent must submit a written request for access or information by certified mail, with sufficient detail describing the Property Owners' Association's books and records requested, to the mailing address of the Property Owners' Association or authorized representative as reflected on the most current Management Certificate filed with the county clerk of Matagorda County, Texas.
2. The request must include enough description and detail about the information requested to enable the Property Owners' Association to accurately identify and locate the information requested. Owners must cooperate with the Property Owners' Association's reasonable efforts to clarify the type or amount of information requested.
3. The request must contain an election either to inspect the books and records before obtaining copies or to have the Property Owners' Association forward copies of the requested books and records and:
 - a. if an inspection is requested, the Property Owners' Association, on or before the 10th business day after the date the Property Owners' Association receives the request, shall send written notice of dates during normal business hours that the owner may inspect the requested books and records to the extent those books and records are in the possession, custody or control of the Property Owners' Association;
 - b. if copies of identified books and records are requested, the Property Owners' Association will, to the extent those books and records are in the possession, custody or control of the Property Owners' Association, produce the requested books and records for the requesting party on or before the 10th business day after the date the Property Owners' Association receives the request.
4. If the Property Owners' Association is unable to produce the books or records requested that are in its possession or custody on or before the 10th business day after the date the Property Owners' Association receives the request, the Property Owners' Association must provide the the requestor written notice that:
 - a. informs the owner that the Property Owners' Association is unable to produce the information on or before the 10th business day after the date the Property Owners' Association received the request; and
 - b. states a date by which the information will be sent or made available for inspection to the requesting party that is not later than the 15th business day after the date notice under this subsection is given.

5. If an inspection is requested or required, the inspection will take place at a mutually agreeable time during normal business hours, and the owner will identify the books and records for the Property Owners' Association to copy and forward to the owner.

6. The Property Owners' Association may produce copies of the requested information in paper copy, electronic or other format reasonably available to the Property Owners' Association.

7. Before starting work on an owner's request, the Property Owners' Association must provide the owner with a written, itemized statement of estimated charges for examining and/or copying records related to the owner's request using amounts prescribed herein when the estimated charges exceed \$40.00. Owners may modify the request in response to the itemized statement.

8. Within 10 business days of the date the Property Owners' Association sent the estimate of charges, the owner must respond in writing to written estimate, or the request is considered automatically withdrawn. The response must state whether the owner (a) accepts the estimate per the request, (b) modifies the request or (c) withdraws the request.

9. Owners are responsible for charges related to the compilation, production and reproduction of the requested information in the amounts stated herein. The Property Owners' Association may require advance payment of the estimated charges of compilation, production and reproduction of the requested information.

10. If the estimate charges are lessor or greater that the actual charges, the Property Owners' Association 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 Property Owners' Association 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 charges exceed the final invoice amount, the owner is entitled to a refund, and the refund shall be issued to the owner not later that the 30th business day after the date the invoice is sent to the owner.

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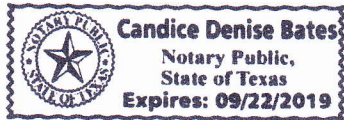
TRES PALACIOS OAKS PROPERTY OWNERS ASSOCIATION

By: Gretchen Leatherwood
Printed Name: Gretchen Leatherwood
Its: President

THE STATE OF TEXAS §

COUNTY OF MATAGORDA §

This instrument was acknowledged before me on this the 1st day of May,
2018, by Gretchen Leatherwood, the President of TRES PALACIOS OAKS
PROPERTY OWNERS ASSOCIATION



Candice Bates
NOTARY PUBLIC