

## **HORSESHOE BEND HOMEOWNERS ASSOCIATION BOOKS AND RECORDS GUIDELINES**

The books and records of the Horseshoe Bend Homeowners Association that pertain to the operation and utilization of property within the Horseshoe Bend subdivision as situated in the E. Rehorse Survey, Abstract No. 487 and John Delap Survey, A153, Wood County, Texas, are open to all members and are subject to the following guidelines (developed pursuant to Section 209.005 of the Texas Property Code) adopted by the Board of Directors on June 9, 2012 and by the members of the Horseshoe Bend Homeowners Association on October 6, 2012:

1. Copies of Association books and records will be available to all members upon their request and at their own expense. A proper request:
  - a. must be sent certified mail to the Secretary of the Association in care of the Association's address – 197 CR 4550, Winnsboro, Texas 75494;
  - b. is from a member, the member's agent, attorney or certified public accountant; and
  - c. contains sufficient detail to identify the books and records being requested.
  
2. Members may request to inspect the books and records OR may request copies of specific books and records.

If the member makes a request to inspect the books and records, then the Secretary of the Association will respond within ten (10) business days of the request, providing the dates and times the books and records will be made available and the location of the books and records. The Secretary and the member shall arrange for a mutually agreeable time to conduct the inspection. The Secretary shall provide the member with copies of specific documents requested during the inspection upon the member paying the Association the cost thereof.

If the member makes a request for copies of specific books and records, the Secretary shall, within ten (10) days of the member's request, send a response letter advising on the date that the requested copies will be made available [within fifteen (15) business days] and the cost the member must pay before the requested copies will be provided. Upon paying the cost of producing the requested copies, the Secretary shall provide the requested copies to the member.

3. The Association hereby adopts the following schedule of costs:

COPIES

(8.5" x 11"; one-sided)	
1-49 pages	15 cents per page
50 – 99 pages	12 cents per page
100 – 249 pages	10 cents per page
250 – 999 pages	8 cents per page
1,000 – 5,000 pages	6 cents per page
(8.5" x 11"; one-sided; color)	
1-10 pages	59 cents per page
11-50 pages	49 cents per page
51-100 pages	39 cents per page

LABOR

\$10.00 per hour, actual time to locate, compile and reproduce the books and records [only charged if the request is greater than fifty (50) pages in length.]

OVERHEAD

Twenty percent (20%) of the total labor charge [only charged if the request is greater than fifty (50) pages in length].

MATERIALS

Actual costs of labels, boxes, folders, and other supplies used in producing the books and records, along with postage for mailing the books and records.

MILEAGE

Actual mileage driven during the course of producing copies of requested documents calculated according to the current GSA mileage rate.

4. If the estimated cost provided to the member is more or less than the actual cost of producing the documents, the Secretary shall, within thirty (30) days after providing records, submit to the member either an invoice for additional amounts owed or a refund of the overages paid by the member.
5. Unless authorized in writing by the Board of Directors or by court order, the Secretary is not permitted to provide copies of any records that contain the personal information of a member, including restriction violations, delinquent assessments, financial information, and contact information.