

**RECORDS PRODUCTION AND COPYING POLICY
SWEETWATER RANCH HOMEOWNER'S ASSOCIATION INC.**

STATE OF TEXAS §
 § KNOW ALL MEN BY THESE PRESENTS:
COUNTY OF NAVARRO §

WHEREAS, Sweetwater Ranch Homeowners Association, Inc.'s (the "Association") is required by the Texas State Legislature to adopt a Records Production and Copying Policy pursuant to Section 209.005(i) of the Property Code.

WHEREAS, the Association may charge reasonable costs of materials, labor, and overhead but may not exceed costs that would be applicable for an item under 1 T.A.C. Section 70.3 for the compilation, production, and reproduction of information requested

WHEREAS, an Owner is responsible for costs related to the compilation, production, and reproduction of the requested information in the amounts prescribed by the policy adopted hereunder. The Association may require advance payment of the estimated costs of compilation, production, and reproduction of the requested information. If the estimated costs are lesser or greater than the actual costs, the 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 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 costs exceeded the final invoice amount, the Owner is entitled to a refund, and the refund shall be issued to the Owner not later than the 30th business day after the date the invoice is sent to the Owner.

WHEREAS, an Owner or the Owner's authorized representative must submit a written request for access or information by certified mail, with sufficient detail describing the Association's books and records requested, to the mailing address of the Association or authorized representative as reflected on the most current management certificate.

WHEREAS, the request must 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 and:

(1) if an inspection is requested, the Association, on or before the 10th business day after the date the 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 Association; or

(2) if copies of identified books and records are requested, the Association shall, to the extent those books and records are in the possession, custody, or control of the Association, produce the requested books and records for the requesting party on or before the 10th business day after the date the Association receives the request, except as otherwise provided by this section.

WHEREAS, if the Association is unable to produce the books or records requested on or before the 10th business day after the date the Association receives the request, the Association must provide to the requestor written notice that:

(1) informs the requestor that the Association is unable to produce the information on or before the 10th business day after the date the Association received the request; and

(2) 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.

WHEREAS, if an inspection is requested or required, the inspection shall take place at a mutually agreed on time during normal business hours, and the requesting party shall identify the books and records for the Association to copy and forward to the requesting party.

DATED this 24th day of August, 2024.

Sweetwater Ranch Homeowners' Association, Inc.

By: *Barbara Long*
Barbara Long, President

STATE OF TEXAS §
 §
COUNTY OF NAVARRO §

BEFORE ME, the undersigned authority, on this day personally appeared Barbara Long, a member of the Board of Directors of Sweetwater Ranch Homeowners Association, Inc., known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that she had executed the same on behalf of said Association for the purposes and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of this office on this 24th day of August, 2024.

Linda Denning
Notary Public, State of Texas

