

EXHIBIT “A-11”
WOODBIDGE
RECORDS PRODUCTION AND COPYING POLICY

Purpose:

The purpose of this policy is to create and implement a procedure to define and document the process for requesting and obtaining records of Woodbridge Association, Inc. (the “Association”).

Responsibility:

The Bylaws of Woodbridge Association, Inc., specifically Section 3.17 (f) authorizes the Board of Directors (the “Board”) to establish policies, rules and regulations for the Association. The Texas Property Code, Section 209.005 (i) requires the Association to adopt a records production and copying policy and record it as a dedicatory instrument. Therefore, this policy shall be recorded in Collin and Dallas Counties.

Directives:

Texas Property Code Section 209.005: This policy is in accordance with, and subject to, Texas Property Code Section 209.005, and is incorporated into this policy by this reference.

Texas Administrative Code, Section 70.3: The rates which the Association may charge an owner are the same as the maximum permitted rates published in Section 70.3 of the Texas Administrative Code (Title 1, Part 3, Chapter 70) and are incorporated into this policy by this reference. Exhibit “A” is a partial list of the charges allowed in the aforementioned code. Any changes to the rates in the aforementioned T.A.C. Code are deemed automatically incorporated into this policy as of the date the T.A.C. Code is changed.

Financial Records: Although financial records are recorded on a regular basis, there is a necessary time lag in preparing and reconciling financial records, therefore a delay of up to one month can be expected.

Records Custodian: The property manager or an authorized representative as reflected on the management certificate are appointed custodian of the Association records and are responsible for the procedures specified herein.

Offsite Storage: Due to space constraints, some records and information are archived in offsite storage. It should be expected the association will incur time delays in retrieving these documents.

Woodbridge Association, Inc. Website: There are a number of records available on the Association's website, and may be examined at any time. Please check this resource before making any records requests.

Who may Request: Information or records may be requested (the "Request" or "Requested") by an "Owner", as defined in the First Amended and Restated Declaration of Covenants, Conditions and Restrictions for Woodbridge (the "CC&Rs"), or by an "Owner's Agent" who has been submitted in writing by the Owner to the Association and approved by the Secretary of the Association.

What may be Requested: Information and documents germane to the Association as a whole may be Requested. Items regarding the account of the Owner making the Request, may be Requested. Items Requested pertaining to a different account holder other than the Owner (private information of another account), or items that are deemed to be of an attorney/client privilege, are confidential and will be respectfully declined.

Method of Request: An Owner, or an approved 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 Association or authorized representative as reflected on the most current management certificate. 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.

Inspection Hours and Location: Inspection of the records of the association shall be at the offices of the association as indicated on the management certificate, on business days between the hours of 10:00 am and 5:00 pm, unless otherwise agreed upon in writing. Because management offices may change from time to time, the management certificate shall be maintained with the other dedicatory instruments on the Association's website.

Costs: A partial summary of the costs outlined in the Texas Administrative Code, Section 70.3 is included in Exhibit "A".

Payment and Response: Should a cost be involved with the production of the Request, payment of the estimated costs shall be required prior to production. The Association shall send an invoice to the Owner after records have been produced. Should the payment of the estimated costs result in an overpayment, a refund of the difference will be included. Additional charges, should there be any, shall be paid in full in thirty (30) days from the date of invoice, or will otherwise be considered delinquent. Delinquent payments shall become Specific Assessments as defined in the CC&Rs and will be subject to collection efforts and potentially significant additional costs.

A delay in payment will result in a corresponding delay in production.

On or before ten (10) business days after the date the association receives the Request, the association shall:

1. respond to set up an appointment for inspection of documents;
2. send an estimate of the cost to produce the items in the Request; or
3. produce the items in the Request should there be no cost involved, and they can be produced within the aforementioned ten (10) days.

Because the Association will not begin the production of items in the Request until payment is received, should there be an estimated cost involved, the estimate of costs shall also include the number of days required to produce the Requested. Therefore, an Owner or their approved Owner's Agent should not expect to receive the items in the Request immediately upon payment.

Should the association be unable to produce the information or documents within the ten (10) days, the association shall respond notifying the requestor of such and the date the information will be available.

The association may produce books and records requested in hard copy, electronic, or other format reasonably available to the association.

Review and Control:

The Board shall review this policy annually for compliance with local, state and federal law. Amendments to this policy may be approved by a majority vote of the Board at its regular meetings. Any changes to this policy must be recorded in both Collin and Dallas Counties.

EXHIBIT "A"

WOODBIDGE SCHEDULE OF COSTS

Copy Charges:

Electronic image transmitted by email – no copy charge
Electronic image downloaded to USB drive – actual cost of drive
Standard paper copy or scan (letter or legal size) – \$0.10 per page *
Oversized paper copy or scan (such as 11x17) – \$0.50 per page *
Diskette or CD – \$1.00
DVD – \$3.00

* Double sided is two (2) copies

Labor Charge:

No labor charge if the request is for fifty (50) or fewer pages of information, unless the records must be retrieved from a storage facility that is remote from the Association's office.

\$15.00 per hour, in ¼ hour increments, for actual time to locate, compile, manipulate data, reproduce information, and (if necessary) redact confidential information, for requests of more than 50 pages and for records in remote storage.

No labor charge for time spent to review the requested information to determine if the information qualifies for an exemption from Open Records.

Overhead Charges:

No overhead charges if the request is for fifty (50) or fewer pages of information. Otherwise, the overhead charge is twenty (20%) percent of the labor charge.

Remote Document Retrieval Charge:

If the requested information is stored with a commercial records storage company that charges a fee to deliver and return stored records, the Association may seek reimbursement of the third-party fee from the Owner if the request otherwise qualifies for a labor charge.

Other Charges:

Actual postage and shipping charges if necessary to transmit the reproduced information to the Owner.

Actual cost of miscellaneous supplies, such as boxes, if used to produce the requested information.

If the Association accepts payment by credit card, the Association may also recoup the amount of any actual transaction fee charged by the credit card company for the privilege.

No sales tax.