POLICY FOR THE INSPECTION & COPYING OF ASSOCIATION RECORDS FOR LONDONDERRY HOMEOWNER'S COMMUNITY ASSOCIATION, INC.

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1. **Records Defined**
    a. The records available for inspection and copying are those designated by Section 209.005 of the Texas Property Code, as amended from time to time.
    b. The Association's board may withhold from inspection records that, in its reasonable business judgment, would:
        i. Constitute an unwanted invasion of privacy;
        ii. Constitute privileged information under the attorney-client privilege;
        iii. Constitute an attorney's files and records relating to the Association; and/or
        iv. Constitute information relating to an employee of the Association, including their personnel file.

2. **Persons Entitled to Inspect or Copy**
    Every owner shall have the right to inspect or copy the Association's records in compliance with the rules and procedures contained in this policy. An owner may authorize, in writing, an attorney or other designated representative to conduct the inspection or request copies on the owner's behalf. Any such authorized representative shall be considered an "owner" for purposes of this policy.

3. **What Records are Reviewable**
    An owner, or an agent designated by an owner in writing, is entitled to review and/or obtain from the Association copies of information contained in the Association's books and records. All books and records (not protected by an individual's right to privacy) are reviewable except for information relating to an employee of the Association (including personnel files) and attorneys' files and records relating to the Association (however, invoices for attorneys fees relating only to the matter for which the Association seeks reimbursement are reviewable).

4. **The Review Process**
    To initiate the review process, an owner, or his designated representative, must send a written request, by certified mail, to the Association's mailing address as reflected in its management certificate on file in the real property records. The owner can either request to inspect the Association records (and, upon review, copy same), or they can request that the Association copy and forward to them specific requested records.

    If an owner requests an inspection of the records, the Association, within 10 business days after receiving the request, will send to the owner written notice as to the date upon which the owner may review the records. The inspection shall take place during a mutually agreed upon

time during regular business hours. No owner shall remove original records from the location where the inspection is taking place, nor shall they alter the records in any way.

If an owner requests copies of specific records to be sent to them, the Association will copy and send to the owner, within 10 business days after receiving the owner's request, all identifiable documents which it retains in its possession. The copies requested may be tendered in hard copy, electronic, or any other format reasonably available to the Association.

If the Association is unable to produce the documents requested within 10 business days of its receipt of the request, it will send written notice (the "Notice") to the owner regarding this fact and will state a date by which the information will be sent or made available for inspection. The documents will be made available to inspect, and/or the copies sent, within 15 business days of the date that the Notice is sent to the owner.

5. **Recorded Records Production/ Copying Policy**

The Association charges an owner to compile, produce and copy the information requested by an owner. The cost charged by the Association is the cost charged by the state of Texas for providing copies of public information which is found in Title 1, Part 3, Chapter 70, Rule 70.3 of the Texas Administrative Code.

Upon receipt of a records request, the Association will require advanced payment from the owner of the estimated costs required for the Association to compile, produce, and reproduce the documents requested. If, after providing the requested records, the costs to produce the request are higher, a final bill will be sent to the owner requesting payment within 30 business days after the documents have been produced. If an owner fails to pay the final invoice within 30 business days after receiving the invoice, the final invoice charge will be added to the owner's property account as an assessment. If the estimated upfront costs exceed the final invoice amount, the Association will send the owner a refund within 30 business days after the final invoice is sent.

6. **Right to Privacy**

The Association is not required to produce or reveal personal information about an owner including their deed restriction violation history, payment history, and contact information (except an owner's address). Information regarding violation history or payment history may be produced in a summary form which does not identify individual property owners.

Importantly, an individual's right of privacy belongs to them, and, thus, they may, with written approval, agree to relinquish that right and allow and Association to produce their information. In addition, a court order can require the Association to release information specific to an individual.

7. **Copying Rules**
    a. If an owner wants a copy of any record, the owner shall designate in writing the record desired. Any written request shall designate the specific record or portion thereof.
    b. During an inspection, an owner may designate the records which they desire to be copied by use of a tab, clip, or Post-It note upon the page(s) desired.

8. **Manner of Inspection or Copying**
    a. An owner shall not exercise their inspection or copying rights in order to harass any other owner or resident, association agent, officer, director, or employee.
    b. All people inspecting or requesting copies of records shall conduct themselves in a businesslike manner and shall not interfere with the operation of the Association office or such other location where the inspection or copying is taking place. The Association office, or place of inspection or copying, shall assign one staff person to assist in the inspection. All requests for further assistance and copying during an inspection shall be directed only to that staff person. The inspection and review process shall not be used by an owner, or his designated representative, as a "question and answer" forum with regard to the documents being reviewed and inspected. The sole function of the staff person assigned to assist in the document review is to assist in the compilation, production, and copying of the information requested by an owner.

9. **Enforcement of Inspection and Copying Rules**
    a. Any violation of these rules shall cause the immediate suspension of the inspection or copying until the violator agrees in writing to comply herewith.
    b. The Association will not honor any requests for inspection or copying that do not comply with this policy. Any Association representative who receives an oral request for inspection or copying shall refer the person making the request to this policy, and the Association will have no further obligation to respond until it receives a written request and the estimated advance payment required for the Association to compile, produce, and reproduce the documents requested.
    c. The Association's board may take any necessary action to enforce these rules.