

RESOLUTION OF THE BOARD OF DIRECTORS  
OF SHADOWCREST HOMEOWNERS ASSOCIATION, INC.

TO ADOPT  
HOA OPEN RECORDS PRODUCTION & COPYING POLICY

I. RECITALS

A. Shadowcrest Homeowners Association, Inc, (the "Association") is the nonprofit entity that governs the subdivision known as Shadowcrest Subdivision, Woodcreek Section II, Woodcreek Section III, and Woodcreek Section IX, pursuant to the Declaration of Covenants, Conditions, and Restrictions of Shadowcrest Subdivision, recorded in the Official Records, Brazos County, Texas, and is also a domestic nonprofit corporation formed by the Secretary of State of Texas on August 24, 1982, as Shadowcrest Homeowners Association, Inc., under File No. 0061974901.

B. The Association, acting through its Board of Directors, wants to enable the Association, or its managing agent, to charge money for providing owners with copies of Association records, provided the charges do not exceed the limitations imposed on property owners associations by State law.

C. The Board has been informed that an owner may not be charged for the cost of document production in response to the owner's Open Records request if the Association has not publicly recorded a Production and copying Policy.

D. The Board desires for the Association to have sufficient and proper authority to levy production and copying charges on an owner who requests Open Records.

II. RESOLUTIONS

1. RESOLVED that adoption of the "HOA Open Records Production & Copying Policy" attached hereto is in the best interest of the Association.

2. RESOLVED that the Association, acting through its Board of Directors hereby adopts the "HOA Open Records Production & Copying Policy" attached hereto.

3. RESOLVED that the Association's managing agent, Shadowcrest Homeowners Association, Inc., is hereby instructed to:

- (a) Execute the Policy on behalf of the Association;
- (b) Ensure that the executed Policy is delivered to the Brazos County clerk for recording in the Official Public Records of Brazos County, Texas, as a dedicatory instrument of Shadowcrest Homeowners Association, Inc.

- (c) Make the executed and publicly recorded Policy available to Association members as an electronic file without charge upon request by an owner.
- (d) Post the executed and publicly recorded Policy on the Association's website.
- (e) Include an announcement about the policy's adoption on the Association's website and in the next communitywide communication.

III. ADOPTION

These policies were adopted as indicated below by the signatures of each officer and director:

|                          |                 |                        |
|--------------------------|-----------------|------------------------|
| President                | Randall Yates   | <u>Randall Yates</u>   |
| Vice President           | Sarah Tabola    | <u>Sarah Tabola</u>    |
| Secretary                | Tom Wehrly      | <u>Tom Wehrly</u>      |
| Treasurer                | Sam Rizzo       | <u>Sam Rizzo</u>       |
| Hospitality Chair Person | Ann Busch       | <u>Ann Busch</u>       |
| Member                   | Jordan Bertling | <u>Jordan Bertling</u> |
| Member                   | Cindy Richmond  | <u>Cindy Richmond</u>  |
| Member                   | Earl Legg       | <u>Earl Legg</u>       |

SIGNED Tom Wehrly