

Records Production and Copying Policy

RIVER RUN ASSOCIATION, INC.

I. Introduction

Pursuant to the dedicatory instruments granting power in the Board of Directors of the River Run Association, Inc. and as required by Texas Property Code § 209.005(i), the Board of Directors hereby adopts this Records Production and Copying Policy. This Policy establishes the reasonable charges for materials, labor, and overhead in the compilation, production, and reproduction of information requests to the Association.

II. Charges for Producing and Copying Records

A. Materials Charge

Standard paper copy	\$0.10 / page
Diskette; Rewritable CD (CD-RW)	\$1.00
Other electronic media	actual cost
Oversize paper copy	\$.50 / page
Miscellaneous supplies (labels, boxes, etc.)	actual cost
Postal and shipping charges	actual cost
Sales tax	not collected
Transactional fees (credit card fees, etc.)	actual cost
Extraordinary requests	T.A.C. § 70.3

B. Labor and Overhead Charge

If 50 pages or less	\$0.00
If more than 50 pages	\$15.00 / hour

III. Terms

The Charges for Producing and Copying Records will apply to all documents produced by The Association or its agents in response to a document request.

If the document request is from an owner, the association will provide the owner requesting documents a final invoice within 30 days of producing the requested documents. If owner does not pay any outstanding money due within 30 days from the date the final invoice is sent, the outstanding money due will be added to the owner's account as an assessment.

This Records Production and Copying Policy shall not be interpreted to conflict with any law. Should a conflict arise, this policy is reformed to comply with the law.

_____, as the President of River Run
Association, Inc.

STATE OF TEXAS
COUNTY OF BRAZOS

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This instrument was acknowledged before me on the ____ day of _____, 2012 by
_____, as the President of River Run Association, Inc. a Texas nonprofit corporation, on behalf
of said corporation.

NOTARY PUBLIC in and for
The State of Texas

Date commission expires

AFTER RECORDING, PLEASE RETURN TO:

River Run Association
c/o Association Services
427 DELLWOOD ST
Bryan, TX 77801 USA

PREPARED BY:

Burns & Reyes-Burns, PLLC
205 South Hill Street
Caldwell, Texas 77836
Tel: 979-567-3366