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notice  
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Red Westbury  
CIVIC  
CLUB

5322 W. Bellfort #107  
HOUSTON, TX 77035

20130642831  
12/27/2013 RPI \$24.00

## Westbury Civic Club Policy: Records Access and Copying

### Purpose:

The intent of this policy is to explain procedures and costs, in accordance with Chapter 209 (Section 209.005) of the Texas Property Code, when a member property owner requests information from the Westbury Civic Club(WCC). WCC records shall be reasonably available to every owner. On a case-by-case basis where an owner request for records is deemed to be minimal, the WCC reserves the right to waive notice of request and/or fees.

### Policy:

Unless authorized in writing by the affected property owner, the WCC will not allow the following documents to be provided to other property owners or proxies:

1. Deed restriction violation histories of individual owners
2. Financial information of individual owners, including payment records
3. Individual owner contact information, except for address of property
4. Employee or personnel information
5. Attorney files and records in the possession of the attorney
6. Attorney-client privileged information in the possession of the WCC

The WCC Articles of Incorporation, WCC ByLaws, Deed Restrictions, and Policies are available via the WCC website or may be inspected in person during normal business hours at the WCC office. Copies are available at a reasonable cost.

**Requests by Proxy:** An owner may provide access to records to another person (such as an attorney, CPA, or agent) they designate in writing as their proxy for this purpose. A photo ID or a notarized signature of the owner shall be provided to ensure the owner has authorized the proxy.

**Inspection of Records:** Other WCC records are available for inspection by a member property owner or proxy upon written request submitted by US Certified Mail, Return Receipt Requested. Within 10 days of receiving such a request, the WCC will respond to the request to establish a mutually agreeable date and time for the inspection. A representative of the WCC must be present during the inspection of records to supervise.

**Copies of Records:** Copies of other WCC records will be available to a member property owner or proxy upon written request submitted by US Certified Mail, Return Receipt Requested. The written request must contain sufficient detail to identify the records requested. These records may be provided in paper or electronic or other format and are available at a reasonable cost. The WCC will strive to provide the records within 10 business days. If the records cannot be provided within this time, then the requestor will be notified in writing by the WCC and the records will be provided within 15 additional business days after the WCC has sent notice.

**Costs of Paper or Other Records:** Fees and costs will not exceed costs listed in the Texas Administrative Code, Section 70.3. Refer to the table "Costs of Paper and Other Records" contained in this policy, which summarizes costs as of August 2013.

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**Payment:** The requestor must prepay estimated costs in full before copies are prepared, and pay the full final cost before the records are released. If an excess cost has been paid by the requestor, then the WCC will refund the excess within 30 days.

<b>Costs of Paper and Other Records</b>	
<b>Description</b>	<b>Cost</b>
8.5" by 11", single-sided, Black and white	10 cents per each page
8.5" by 11", double-sided, Black and white	20 cents per page (10 cents per side)
8.5" by 11", single-sided, color	50 cents per each page
8.5" by 11", double-sided, color	\$ 1.00 per each page (50 cents per side)
11" by 17", black and white, single-sided	50 cents per each page
Specialty Paper	Actual cost
PDF images on 8.5" by 11", single-sided, B&W	10 cents per each page
3 <sup>rd</sup> Party costs - Legal	no charge for attorney or legal assistant reviews
3 <sup>rd</sup> Party costs – Special Programming performed by database provider	Actual costs. An estimate will be obtained first.
Sorting or gathering or preparing documents – labor and overhead by WCC	\$ 18 /hour, if more than 50 pages are involved (\$ 15 / hour + 20% overhead = \$ 18 / hour)
Supervision during Inspection of Records, labor and overhead	First hour free, then \$18 / hour
Shipping or postage costs	Actual cost
Materials or supplies	Actual cost
Transaction Fee for any credit card payments for records	Actual cost

This Policy is effective upon recordation in the Public Records of Harris County, and supersedes any policy regarding **Records Production** which may have previously been in effect. Except as affected by Section 209.005 and/or by this Policy, all other provisions contained in the Declarations or any other dedicatory instruments of the Association shall remain in full force and effect.

RP 090-03-03B1

Approved and adopted by the Board on this 20<sup>th</sup> day of November, 2013.

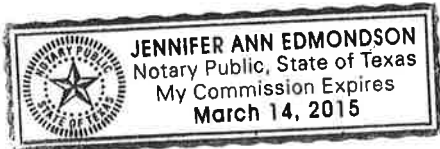
Officer Signature:	<i>Rebecca Edmondson</i>
Officer Printed Name:	Rebecca Edmondson
Officer Position:	President
Westbury Civic Club	

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STATE OF TEXAS           §  
  §  
COUNTY OF HARRIS       §

Before me, the undersigned authority, on this day personally appeared Rebecca Edmondson, (title/officer position) President, of the Westbury Civic Club, a Texas corporation, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that he/she had executed the same as the act of said corporation for the purpose and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office this 27<sup>th</sup> day of December 2013.



[Notarial Seal]

*Jennifer Ann Edmondson*  
\_\_\_\_\_  
Notary Public, State of Texas

Jennifer Edmondson  
Printed Name

My commission expires: March 14, 2015

RP 090-03-0382

FILED

2013 DEC 27 PM 2:58

*Stan Stewart*  
COUNTY CLERK  
HARRIS COUNTY, TEXAS

RP 090-03-0383

ANY PROVISION HEREIN WHICH RESTRICTS THE SALE, RENTAL, OR USE OF THE DESCRIBED REAL PROPERTY BECAUSE OF COLOR OR RACE IS INVALID AND UNENFORCEABLE UNDER FEDERAL LAW.  
THE STATE OF TEXAS  
COUNTY OF HARRIS

I hereby certify that this instrument was FILED in File Number Sequence on the date and at the time stamped hereon by me, and was duly RECORDED, in the Official Public Records of Real Property of Harris County, Texas

DEC 27 2013



*Stan Stewart*  
COUNTY CLERK  
HARRIS COUNTY, TEXAS