

**MORGAN CREEK VILLAGE PROPERTY OWNERS ASSOCIATION.  
RECORDS PRODUCTION POLICY**

The Board of Directors for **MORGAN CREEK VILLAGE PROPERTY OWNERS ASSOCIATION.** (the "Association"), a Texas non-profit corporation approved the following Records Production Policy on the 27<sup>th</sup> day of **October**, 2023.

1. Copies of Association records will be available to all Owners upon proper request and at the Owner's expense. A proper request:
  - a. Should be sent via certified mail to the Association's address indicated on its most recent management certificate recorded in the county clerk's records.
  - b. Should be from the Owner, or the Owner's authorized agent, attorney or certified public accountant; and
  - c. Should contain adequate detail to identify the records being requested.
2. An Owner/Requestor may request to examine the books and records or may request copies of specific records in the following manner:
  - a. The Association has **ten (10)** business days, after the Association receives a request to respond to said request for an inspection of the books and records. The Association will provide dates and times the records will be available and the location of the requested books and records.
  - b. The Association has **ten (10)** business days, after the Association receives a request to respond to a request for copies of specific records, if said specific records are easily obtainable or with no cost.
  - c. The Association will respond with a letter, informing the requestor that copies of the specific records are not obtainable within the specified **ten (10)** business days. Said letter will inform the requestor that the Association is unable to produce copies of said records within the specified **ten (10)** business days and will also specify the cost to the requestor for obtaining said copies. The Association shall make said copies available to the owner within **fifteen (15)** business days after the date notice, but the requestor must pay the specified cost to the Association before the Association will make the copies available to the requestor.
3. The Association hereby adopts the following schedule of costs:

Copies	.09¢ per page, for letter size pages .40¢ per page, for legal size or larger pages Actual cost for specialty paper (color, photograph, map, etc.)
Labor	\$15.00 per hour for actual time to locate, compile and reproduce the records (can only charge if request is greater than 75 pages in length)
Overhead	20% of the total labor charge (can only charge if request is greater than 75 pages in length)

Material Actual costs of labels, boxes, folders, and other supplies used producing the records, along with postage for mailing the records

4. The Association hereby adopts the following form of response to Owner/Requestor who request to inspect the Association's Books and Records:

Response To Request To Inspect Association Records

\_\_\_\_\_(Date)

Dear Homeowner:

On \_\_\_\_\_, the Association received your request to inspect the books and records of the Association. The books and records of the Association are available for you to inspect on regular business days, between the hours of \_\_\_\_ A.M. and \_\_\_\_ P.M., at the office of the Association, located at \_\_\_\_\_.

Please contact the Association's \_\_\_\_ at (\_\_\_\_)\_\_\_\_-\_\_\_\_ to arrange for a mutually agreeable time for you to come and inspect the books and records. Please be advised that if you desire copies of specific records during or after the inspection, you must first pay the associated costs before the copies will be provided to you. A schedule of costs is included with this letter.

Sincerely

**MORGAN CREEK VILLAGE PROPERTY OWNERS ASSOCIATION.,** a Texas non-profit corporation

5. The Association hereby adopts the following form of response to Owners who request copies of specific records:

Response To Request For Specific Records

\_\_\_\_\_(Date)

Dear Homeowner:

On \_\_\_\_\_, the Association received your request for copies of specific Association records. We are unable to provide you with the requested records within ten (10 business days of your request. The requested records will be available to you no later than fifteen (15) business days after the date of this response. In order to obtain your requested copies, you must first pay the Association the estimated cost of providing said copies to



you. The estimated cost to obtain the copies you requested is \$ \_\_\_\_\_. Upon receiving the payment, the Association will mail the requested documents to you. If you would like to pick up your copies at the Association's office located at \_\_\_\_\_, please contact the Association's \_\_\_\_\_ at (\_\_\_\_)\_\_\_\_-\_\_\_\_ to arrange for a mutually agreeable time for you pay for and pick up your requested copies.

Sincerely

**MORGAN CREEK VILLAGE PROPERTY OWNERS ASSOCIATION.,** a Texas non-profit corporation

6. If the estimated cost provided to the Owner/Requestor is more or less than the actual cost of producing the documents, the Association shall, within thirty (30) days after providing the copies, submit to the owner either an invoice for additional amounts owed or a refund of the overage paid by the Owner/Requestor.
7. Unless authorized in writing or by court order, the Association will not provide copies of any records that contain the personal information of an owner, including restriction violations, delinquent assessments, financial information and contact information (other than an owner's address); additionally, no privileges attorney-client communications or attorney work product documents will be provided; and no employee information (including personnel file) will be released. The Owner hereby indemnifies and holds harmless the Association for any and all information that is accidentally disseminated.
8. With regards to the inspection of ballots only persons who tabulate ballots under 209.00594 (TPC) may be given access to the ballots cast in an election or vote.

#### CERTIFICATION

"I, DON MORRIS, President of MORGAN CREEK VILLAGE PROPERTY OWNERS ASSOCIATION, hereby certify that the foregoing Resolution was adopted by at least a majority of MORGAN CREEK VILLAGE PROPERTY OWNERS ASSOCIATION Board of Directors.

MORGAN CREEK VILLAGE PROPERTY OWNERS ASSOCIATION., a Texas non-profit corporation

By: \_\_\_\_\_

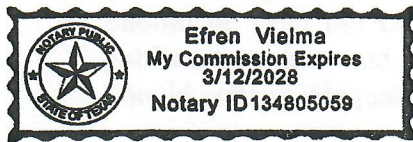
DON MORRIS, its President

## ACKNOWLEDGMENT

STATE OF TEXAS

COUNTY OF Fort Bend

This instrument was acknowledged before me on the 30 day of March, 2024, by DON MORRIS, President, of MORGAN CREEK VILLAGE PROPERTY OWNERS ASSOCIATION, a Texas non-profit corporation, on behalf of said corporation.



*Don Morris*

\_\_\_\_\_  
Notary Public, State of Texas

AFTER RECORDING RETURN TO

Moursund Law Offices, P.C.

P.O. Box 7627

Horseshoe Bay, Texas 78657