

Property Owners Association of Tierra Santa, Inc
Records Production and Copying Policy

The Board of Directors of the Property Owners Association of Tierra Santa, Inc, has adopted the following policy for the costs the Association will charge for compilation, production and reproduction of information requested by property owners.

Books and records of the Association are open to property owners. If the owner requests an inspection of the records, the Association has ten business days to notify owner of date/time when records can be inspected.

If copies are requested, the Association must provide copies within ten business days, unless they request more time, in which they have up to thirty days. The requester is responsible for the compilation and copying costs. (listed below)

Records not subject to open-records requests include attorney files, payment history of owners, staff employee information and other information that is considered confidential by the Board.

Charges for compilation and reproduction of records:

1. Standard paper copy. A standard non-colored paper copy cost .15 per page. Each side that has information is considered a page.
2. Other types of copy. Copies requested on diskettes, flash drives, or other electronic media will be charge the actual cost of the item.
3. Labor charge. The charge for labor costs incurred in processing a request is \$15 an hour. This charge includes the actual time to locate, compile manipulate data, and reproduce the requested information.
4. When confidential information is mixed with other information on the same page, a labor charge will be included for the time spent to blackout confidential information.
5. Miscellaneous supplies. The actual cost of supplies such as labels, boxes, files and other supplies used may be added to the cost.
6. Postal and shipping charges. The Association will add postal or shipping expenses when necessary to fill the request.

The foregoing policies were approved by the Board of Directors of the Association at a duly-called meeting of the Board at which a quorum of Directors was present.

Signed 27 day of January, 2012
PROPERTY OWNERS ASSOCIATION OF TIERRA SANTA, INC

By Anne Charlton
Anne Charlton, President

Property Owners Association of Tierra Santa, Inc
Records Production and Copying Policy(2)

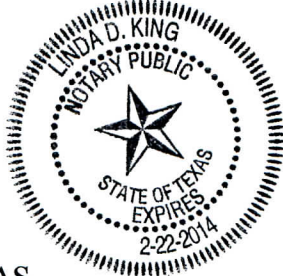
Signed 27 day of January, 2012
PROPERTY OWNERS ASSOCIATION OF TIERRA SANTA, INC

By Norma Christian Wilson
Norma Christian Wilson, Secretary

STATE OF TEXAS

COUNTY OF HIDALGO

I hereby certify that the foregoing instrument was acknowledged before me, the undersigned Notary, by Anne Charlton, President Owners Association of Tierra Santa, Inc. on the date of the execution above.



Linda D. King
Notary Public, State of Texas

STATE OF TEXAS

COUNTY OF HIDALGO

I hereby certify that the foregoing instrument was acknowledged before me, the undersigned Notary, by Norma Christian Wilson, Secretary, Property Owners Association of Tierra Santa, Inc. on the date of the execution above.



Linda D. King
Notary Public, State of Texas

AFTER RECORDING RETURN TO:
Property Owners Association of Tierra Santa, Inc
P. O. Box 185
Weslaco, TX 78599