



201300127183 ✓  
DEDICATION 1/6

**The Collections Homeowners Association, Inc.  
d/b/a Ranch Oaks Homeowners Association  
9400 N. MacArthur Blvd, Suite 124-720  
Irving, TX 75063**

**Dedicatory Instruments**

**Inspection and Copying of Books and Records Policy**

**WHEREAS, The Collections Homeowners Association, Inc, d/b/a Ranch Oaks Homeowners Association** (the "Association") is a Texas nonprofit corporation and the association of owners of lots in The Valley Ranch, Section 10, Tracts 9 and 10, First Installment, a planned unit development located in the City of Irving, Dallas County, Texas. **The Association wishes to adopt reasonable guidelines for records inspection and copying for the Association; and**

**WHEREAS,** the Board wishes to update and adopt these reasonable guidelines to be in compliance with Section 209.0062 of the Texas Property Code; and

**WHEREAS,** the Board intends to file these guidelines in the real property records in Dallas County, the county in which the subdivision is located, in compliance with Section 209.0062 of the Texas Property Code; and

**NOW, THEREFORE, IT IS RESOLVED,** that the attached inspection and copying of books and records policy has been established by the Board and is to be recorded with the Real Property Records.

## Inspection and Copying of Books and Records Policy

**WHEREAS** the Ranch Oaks Homeowners Association, Inc. (the "Association") maintains correct and complete books and records of accounts and minutes of the proceedings of its members and Board of Directors (collectively, the "Association Records"); and,

**WHEREAS** the members of the Association shall have the right, during reasonable business hours, to inspect and obtain copies of the Association Records; and,

**WHEREAS** it is desirable to impose certain reasonable restrictions on the process of record inspecting and copying Association Records.

**NOW THEREFORE BE IT RESOLVED** that the following requirements are hereby established for the inspection and copying of Association Records:

1. An owner, or person designated in writing by the owner as the owner's agent, attorney or certified public account may make a request to inspect or obtain copies of Association Records.
2. A request to inspect the books and records of the Association must be submitted in writing by certified mail, to the Association and/or its duly authorized agent by mail to: The Ranch Oaks Homeowners Association, 9400 N. MacArthur Blvd., Suite 124-720, Irving, Texas 75063. A request form is included as Exhibit A. The request shall state:
  - a. The name of the person or entity making the request.
  - b. The purpose of the request.
  - c. A description of the records to which access is being requested, with sufficient specificity in the identification of the requested records so that the records can be located without speculation as to the record being sought.
  - d. A name and address to which the records should be sent, if applicable.
  - e. The request must contain an election either to inspect the books and records before obtaining copies or to have the property owners' association forward copies of the requested books and records.
3. The Association, within 10 business days from receipt of a request under paragraph 2, will provide as appropriate:
  - a. If an inspection is requested or required, written notice of a time during normal business hours, the Association Records requested may be inspected to the extent they are in possession, custody or control of the Association. If Requestor is not available at the time designated by the Association, Requestor will bear the responsibility of contacting the Association to schedule a mutually agreeable time.
  - b. If copies are requested, produce copies of the requested Association Records to the extent they are in the possession, custody or control of the Association (if prior payment for such records has been received),
  - c. If the Association is unable to produce the Association Records requested which are in the possession, custody or control of the Association, a written notice will be sent stating that it is unable to produce the records within the 10-day period and set forth a date, within 15 business days of the notice provided, by which the records will be sent or made available for inspection to the owner.
4. The Association may produce books and records requested under this section in hard copy, electronic, or other format reasonably available to the Association.
5. The Association will send the requesting party an estimate of the costs to respond, compile, produce, and reproduce information requested. The Association shall require advance payment, in certified funds, of the

estimated costs. The requesting party shall be responsible for any costs above the estimate and the full amount due will be added to the requesting party's account as an assessment if not paid in full upon request. If the estimated costs exceeded the final invoice amount, the owner is entitled to a refund, and the refund shall be issued to the owner not later than the 30th business day after the date the invoice is sent to the owner.

6. Persons requesting to inspect Association Records shall not disrupt the ordinary business activities where the Association Records are kept during the inspection.
7. Certain Association Records shall remain confidential and will not be provided in response to a request for copies or inspection of Association Records.
  - a. Records that violate histories of owners, owners' personal financial information (including records of assessment payment history), owners' contact information other than address, and Association personnel files. Association Records described in this paragraph shall only be made available with the identified owner's written approval or a court order the Association to release the information.
  - b. An attorney's files and records relating to the property owners' association, excluding invoices requested by an owner, are not records of the association and are not subject to inspection by the owner or production in a legal proceeding. However, if a document in an attorney's files and records relating to the association would be responsive to a legally authorized request to inspect or copy association documents, the document shall be produced by using the copy from the attorney's files and records if the association has not maintained a separate copy of the document.
8. No original books or records may be removed from the premises without the express written consent of the Board.
9. Owners are responsible for the costs of producing and copying Association Records. Costs are:
  - \$.10 per page,
  - \$.50 per oversize page,
  - \$1.00 per CD,
  - \$15.00 per hour for personnel time spent in responding to a request,
  - \$28.50 per hour if a particular request requires the service of an Association personnel to execute an existing program or create a program so that the requested information may be access so that the requested information may be accessed and copied,
  - Actual cost for supplies used in filing the request (e.g., boxes, labels, etc.),
  - Actual cost of postage, and
  - Overhead charge (calculated as 20% of the amount of the personnel charge).

All costs must be paid in full prior to reviewing the records or delivery of copied records. . A personnel charge and overhead charge will not be made for complying with requests that are for 50 or fewer pages of paper records, unless the records are located in a remote storage. To the extent that retrieval of documents from a remote storage facility results in a charge, the Association shall charge the costs of such services to the requesting owner.

10. The Association is under no obligation to provide any additional information other than that which is required by law.

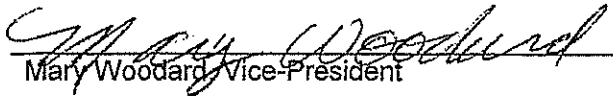
This is to certify that the forgoing Resolution was adopted by the Board of Directors of The Ranch Oaks Homeowners Association, effective February 18, 2013 until such date as it may be modified, rescinded or revoked.

The Ranch Oaks Homeowners Association, Inc.  
9400 N. MacArthur Blvd., Ste. 124-720, Irving TX 75063  
theboard@ranchoakshoa.org, 972-256-8199

---

  
Drew Gormley, President

Feb 18, 2013  
Date

  
Mary Woodard, Vice-President

2-18-13  
Date

The Ranch Oaks Homeowners Association, Inc.  
 9400 N. MacArthur Blvd., Ste. 124-720, Irving TX 75063  
 theboard@ranchoakshoa.org, 972-256-8199

---

**EXHIBIT A**

**REQUEST FOR INSPECTION AND/OR COPIES OF THE ASSOCIATION RECORDS**

Date of Request:			
Name & Address of HOA:	Ranch Oaks Homeowners Association 9400 N. MacArthur Blvd., Suite 124-720 Irving, Texas 75063		
Requestor Name: (if agent, include Owner's name also)			
Requestor Address:			
Requestor Home Phone:		Work Phone:	
Requestor Cellular Phone			
Requestor Email Address:			
Detailed description of the records requested:			
Address to send copies if different from above			
Requestor elects to inspect the books & records before obtaining copies:	<input type="checkbox"/>	Yes	Requestor elects to have copies sent without inspection:
	<input type="checkbox"/>	No	
			<input type="checkbox"/>
			<input type="checkbox"/>

By signing this request, I attest that I am a member, or Owner's agent, attorney or certified public account, of the association listed above and entitled to access the public records of the association. I also acknowledge understanding that there may be a fee for copying materials and labor and the fee must be paid in advance of receiving requested material. I further acknowledge that if I am unavailable to inspect the records at the time designation by the Association, I bear the responsibility of contacting the Association to schedule a mutually agreeable time.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Requestor

For Office Use:			
Date Completed	Number of Copies	Fee Charged	Records Custodian

**CERTIFICATION**

IN WITNESS WHEREOF, the undersigned, Tyler Drinkwine, as the duly elected , qualified, and acting Secretary of The Collections Homeowners Association, Inc., a Texas nonprofit corporation, hereby certifies on behalf of the Association that this Inspection and Copying of Books and Records Policy was duly adopted by the Board of Directors of the Association at a meeting of the Board held on February 18, 2013, and shall take effect upon its recording in the Official Public Records of Dallas County, Texas.

The Collections Homeowners Association, Inc.  
d/b/a Ranch Oaks Homeowners Association  
a Texas nonprofit corporation

*B. Tyler Drinkwine*

BY: B. Tyler Drinkwine  
ITS: Secretary

THE STATE OF TEXAS §

COUNTY OF DALLAS §

This interment was acknowledged before me on the 24th day of April, 2013, by Tyler Drinkwine, Secretary of the Collections Homeowners Association, Inc., a Texas nonprofit corporation, d/b/a Ranch Oaks Homeowners Association.



*Jennifer Lee Webb*  
Notary Public Signature

Filed and Recorded  
Official Public Records  
John F. Warren, County Clerk  
Dallas County, TEXAS  
04/25/2013 08:06:53 AM  
\$36.00



*JFW*

201300127183