

**ARTICLES OF INCORPORATION OF
EDGEMONT CIVIC ASSOCIATION**
(As filed with the Texas Secretary of State January 12, 1971.)

We, the undersigned natural persons of the age of twenty-one (21) or more, at least two of whom are citizens of the State of Texas, acting as Incorporators of a corporation under the Texas Non-Profit Corporation Act, do hereby adopt the following Articles of Incorporation for such corporation:

ARTICLE I

The name of the corporation is EDGEMONT CIVIC ASSOCIATION.

ARTICLE II

The corporation is a non-profit corporation.

ARTICLE III

The period of its duration is perpetual.

ARTICLE IV

The purpose or purposes for which the corporation is organized are:

1. To represent through its membership, elected officers and committees, all of the property owners in Edgemont Addition and in West Edgemont Addition in the City of Houston, Harris County, Texas, to assure against depreciation of the property values in these restricted areas.
2. To collect and expand in the interest of the two subdivisions, the annual dues from each homeowner in the present amount of \$25.00 per year, or as subsequently established.
3. To enforce by appropriate proceedings with available assistance of municipal authorities, the covenants and restrictions subscribed to (and duly recorded) by the property owners in said two subdivisions.
4. To enforce or release any liens imposed on any part of these two subdivisions by reason of a violation of any of the covenants or restrictions, or by reason of failure to pay the maintenance charges as established by the membership.
5. To approve or reject plans and specifications for improvements to be erected in either Edgemont or West Edgemont.
6. To employ, from time to time, an architect or architects for advice with reference to approval of residences or improvements to be constructed in these two subdivisions.

7. To engage licensed and bonded security agents, care for vacant lots and trees and shrubbery, fog or spray for control of mosquitoes or other insects, and to do any other thing necessary or desirable, which in the opinion of the Edgemont Civic Association, will keep respective properties within these two subdivisions neat and presentable, or for any other purpose which the Association considers will benefit the owners or occupants of property in the area.
8. As authorized by the members of said Association, to purchase for resale or to hold any property in the area if such acquisition will aid in creating or carrying out a uniform plan for the continued high class residential character of these two subdivisions.
9. In general, to have all the powers enumerated in Article 1391-1.01 and subject to the limitations contained therein, and specifically excluding those activities listed under Section B(1) through (5) of said Article, as it now exists, or as it may subsequently be amended.

ARTICLE V

The street address of the initial registered office of the corporation is Suite 940, Chamber of Commerce building, Houston, Texas 77002. and the name of its initial registered agent at such address is Stuart Haynsworth, Attorney at Law.

ARTICLE VI

The number of directors constituting the initial Board of Directors is three (3), and the names and addresses of the persons who will serve as initial Directors are:

NAME	ADDRESS
Ellen H. Wilkerson	1635 South Boulevard, Houston, Texas 77006
Anna W. Bellows	1728 North Boulevard, Houston, Texas 77006
Stuart Haynsworth	1660 South Boulevard, Houston, Texas 77006

ARTICLE VII

The names and addresses of the Incorporators are:

NAME	ADDRESS
Ellen H. Wilkerson	1635 South Boulevard, Houston, Texas 77006
Anna W. Bellows	1728 North Boulevard, Houston, Texas 77006
Stuart Haynsworth	1660 South Boulevard, Houston, Texas 77006

Signed by:

ELLEN H. WILKERSON
 ANNA W. BELLOWS
 STUART HAYNSWORTH

(ACKNOWLEDGEMENT ON FILE)

**BY-LAWS (As amended 1990) OF EDGEMONT CIVIC ASSOCIATION
(INCORPORATED UNDER THE LAWS OF THE STATE OF TEXAS
12 JANUARY 1971)**

**ARTICLE I
OFFICES**

The principal office of the Association in the State of Texas shall be located in the City of Houston, County of Harris. The Association shall have and continuously maintain in the State of Texas a registered office and a registered agent whose office is identical with such registered office as required by the Texas Non-Profit Corporation Act. The address of the registered office may be changed from time to time by the Board of Directors and generally will be identical with the office of the current secretary of the Association.

**ARTICLE II
MEMBERS**

Section 1. The Association will have two classes of members. The designation of such classes and the qualification and rights of the members of such classes shall be as follows:

- A. Active members shall be those property owners of Edgemont and West Edgemont Additions in the City of Houston, Texas, who subscribe to current residential restrictive covenants and are current in the payment of any required dues or assessments that may be levied.
- B. Associate members are those property owners described in paragraph A above who desire to support the work of this Association but who do not meet the qualifications of active members, and other residents within the geographical limits of Edgemont and West Edgemont.
- C. Nothing herein shall be construed to authorize the non-payment of dues and assessments agreed to by property owners who have subscribed to and ratified the new restrictions adopted by both additions in October 1969.

Section 2. Members of this Association shall be elected by the Board of Directors. An affirmative vote of two-thirds of the directors shall be required for election.

Section 3. Each active member shall be entitled to one vote on each matter submitted to a vote by the members.

Section 4. The Board of Directors, by affirmative vote of two-thirds of all of the members of the Board, may suspend or expel an active member for cause or change a membership classification of an active member, after an appropriate hearing, and may, by a majority vote of those present at any regularly constituted meeting, terminate the membership of any member who becomes ineligible for membership or suspend or expel any member who shall be in default in the payment of dues or special assessments, if any, for the period fixed in Article XI of these bylaws.

Section 5. Any member may resign by filing a written resignation with the secretary, but such resignation shall not relieve the member so resigning of the obligation to pay any dues, assessments or other charges theretofore accrued and unpaid. (See Article II, Section 1B above.)

Section 6. Upon written request signed by a former member and filed with the secretary, the Board of Directors may, by the affirmative vote of two-thirds of the members of the Board, reinstate such former member to membership upon such terms as the Board of Directors may deem appropriate.

Section 7. Membership in this Association is not transferable or assignable.

ARTICLE III **MEETINGS OF MEMBERS**

Section 1. An annual meeting of the members shall be held on the first Thursday in the month of October, in each year, beginning with the year 1971, at the hour of 8:00 o'clock, P.M., for the purpose of electing directors and for the transaction of such other business as may come before the meeting. If the day fixed for the annual meeting shall be a legal holiday in the State of Texas, such meeting shall be held on the next Thursday. If the election of directors shall not be held on the day designated herein for any annual meeting, or at any adjournment thereof, the Board of Directors shall cause the election to be held at a special meeting of the members as soon thereafter as conveniently may be.

Section 2. Special meetings of the members may be called by the President, Board of Directors, or not less than one-tenth of the members having voting rights.

Section 3. The Board of Directors may designate any place, either within or without the geographical area represented by the members of the Association, as the place of meeting for any annual meeting or for any special meeting called by the Board of Directors. If no designation is made, or if a special meeting be otherwise called, a place of meeting shall be the registered office of the Association.

Section 4. Written or printed notice stating the place, date and hour of any meeting of members shall be delivered, either personally or by mail, to each member entitled to vote at such meeting, not less than ten nor more than fifty days before the date of such meeting, by or at the direction of the president, or the secretary, or the officers or persons calling the meeting. In case of a special meeting or when required by statute or by these by-laws, the purpose or purposes for which the meeting is called shall be stated in the notice.

Section 5. Any action required by law to be taken at a meeting of the members, or any action which may be taken at a meeting of the members, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the members entitled to vote with respect to the subject matter thereof.

Section 6. The members holding one-half of the votes which may be cast at any meeting present or by proxy shall constitute a quorum at such meeting. If a quorum is not present at any meeting of members, a majority of the members present may adjourn the meeting from time to time without further notice; however, if action be taken at a meeting where a quorum is not present and the issues subsequently submitted to additional participating members who then ratify the action, then in that case the action taken will be considered to have been legally undertaken.

Section 7. At any meeting of members, a member entitled to vote may vote by proxy executed in writing by the member or by his duly authorized attorney-in-fact. No proxy shall be valid after eleven months from the date of its execution unless otherwise provided in the proxy.

Section 8. Where directors or officers are to be elected by members, such election may be conducted by mail in such manner as the Board of Directors shall determine.

ARTICLE IV BOARD OF DIRECTORS

Section 1. The affairs of the Association shall be managed by its Board of Directors. Directors must be active members residing in either Edgemont or West Edgemont Addition.

Section 2. The number of directors shall be ten (10). Each director shall hold office until the next annual meeting of members and until his or her successor shall have been elected and qualified.

Section 3. A regular annual meeting of the Board of Directors shall be held without other notice than this by-law, immediately after, and at the same place as, the annual meeting of members. The Board of Directors may provide by resolution the time and place, either within or without the geographical area represented by active members, for the holding of additional regular meetings of the Board without other notice than such resolution.

Section 4. Special meetings of the Board of Directors may be called by or at the request of the president or any two directors. The person or persons authorized to call special meetings of the Board may fix any place as the place for holding any special meeting of the Board called by them.

Section 5. Notice of any special meeting of the Board of Directors shall be given at least two days previously thereto by written notice delivered personally or sent by mail or telegram to each director at his address shown by the records of the Association. Any director may waive notice of any meeting. The attendance of a director at any meetings will constitute a waiver of notice of such meeting except where a director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of any regular or special meeting of the Board need be specified in the notice or waiver of notice of such meeting unless specifically required by law or by these by-laws.

Section 6. A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board; but if less than a majority of the directors are present at said meeting, a majority of the directors present may adjourn the meeting from time to time without further notice. If any action taken or Association business conducted at a meeting of the Board attended by less than a quorum is later ratified by additional directors so that in total a majority have acted, then the action taken shall be considered to have been properly conducted

Section 7. The act of a majority of the directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law or by these by-laws.

Section 8. Any vacancy occurring in the Board of Directors and any directorship to be filled by reason of an increase in the number of directors, shall be filled by the Board of Directors. A director elected to fill a vacancy shall be elected for the unexpired term of his predecessor in office.

Section 9. Directors as such shall not receive any stated salaries for their services, but by resolution of a majority vote (in writing) of active members a fixed sum and expenses of attendance, if any, may be allowed for, attendance at such regular or special meeting of the Board; nothing herein contained shall be construed to preclude any director from serving the Association in any other capacity and receiving compensation therefor.

Section 10. Any action required by law to be taken at a meeting of directors, or any action which may be taken at a meeting of directors, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the Directors.

ARTICLE V OFFICERS

Section 1. The officers of the Association shall be a president, one or more vice presidents (the number thereof to be determined by the Board of Directors), a secretary, a treasurer, and such officers as may be elected in accordance with the provisions of this Article. The Board of Directors may elect or appoint such other officers, including one or more assistant secretaries and one or more assistant treasurers, as it shall deem desirable, such officers to have the authority to perform the duties prescribed, from time to time, by the Board of Directors. Any two or more offices may be held by the same person, except for the offices of president and secretary.

Section 2. The officers of the Association shall be elected annually by the Board of Directors at the regular annual meeting of the Board of Directors. If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as conveniently may be. New offices may be created and filled at any meeting of the Board of Directors. Each officer shall hold office a until his successor shall have been duly elected and shall have qualified.

Section 3 Any officer elected or appointed by the Board of Directors may be removed by the Board of Directors whenever, in its judgment, the best interests of the Association would be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the officer so removed.

Section 4. A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by the Board of Directors for the unexpired portion of the term.

Section 5. The president shall be the principal executive officer of the Association and shall in general supervise and control all of the business and affairs of the Association. He shall preside at all meetings of the members and of the Board of Directors. He may sign, with the secretary or any other proper officer of the Association authorized by the Board of Directors any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors have authorized to be executed, except in those cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or these by-laws or by statute to some other officer or agent of the Association; and in general he shall perform all duties incident to the office of president and such other duties as may be prescribed by the Board of Directors from time to time. The president-elect shall, in the absence of the president or in the event of his inability or refusal to act, perform the duties of the president and when so acting shall have all of the powers of and be subject to all the restrictions upon the president.

Section 6. In the absence of the president and the president-elect, or in the event of the inability or refusal to act of such officers, the vice president (or in the event there be more than one vice president, the vice presidents in the order of their election) shall perform the duties of the president and when so acting shall have all the powers and be subject to all the restrictions upon the president. Any vice president shall perform such other duties as from time to time may be assigned to him by the president or by the Board of Directors.

Section 7. If required by the Board of Directors, the treasurer shall give a bond for the faithful discharge of his duties in such sum and with such surety or sureties as the Board of Directors shall determine. He shall have charge and custody of and be responsible for all funds and securities of the Association; receive and give receipts for monies due and payable to the Association from any source whatsoever, and deposit all such monies in the name of the Association in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of Article VII of these by-laws; and in general perform all the duties incident to the office of treasurer and such other duties as from time to time may be assigned to him by the president or by the Board of Directors, including joint responsibility with the secretary for filing Form 990, Internal Revenue Service, Return of Exempt Organization.

Section 8. The secretary shall keep the minutes of the meetings of the members and of the Board of Directors in one or more books provided for that purpose, see that all notices are duly given in accordance with the provisions of these By-Laws or as required by law; be custodian of the Association's records; keep a register of the post office address of each member; and in general perform all duties as from time to time may be assigned to him by the president or by the

Board of Directors, including joint responsibility with the treasurer for filing IRS Form 990 (See Section 7 above).

Section 9. Assistant secretaries and assistant treasurers, if required by the Board of Directors, shall give bonds for the faithful discharge of their duties in such sums and with such sureties as the Board of Directors shall determine.

ARTICLE VI COMMITTEES

Section 1. The Board of Directors, by resolution adopted by a majority of the directors in office, may designate and appoint the architectural approval and one or more other committees, each of which shall consist of two or more directors, which committees, to the extent provided in said resolution, shall have and exercise the authority of the Board of Directors in the management of the Association; provided, however, that no such committee shall have the authority of the Board of Directors in reference to amending, altering or repealing by-laws; electing, appointing or removing any member of any such committee or any director or officer of the Association; amending the Articles of the Association; adopting a plan of merger or adopting a plan of consolidation with another association; authorizing the sale, lease, exchange or mortgage of any of the property and assets of the Association; authorizing the voluntary dissolution of the Association or revoking proceedings therefor, adopting a plan for distribution of the assets of the Association; or amending, altering or repealing any resolution of the Board of Directors which, by its terms, provides that it shall not be amended, altered or repealed by such committee. The designation and appointment of any such committee and the delegation thereto of authority shall not operate to relieve the Board of Directors or any individual director, of any responsibility imposed upon it or him by law.

Section 2. Other committees not having or exercising the authority of the Board of Directors in the management of the Association may be designated by a resolution adopted by a majority of the directors present at a meeting at which a quorum is present. Except as otherwise provided in such resolution, members of each such committee shall be members of the Association, and the president of the Association shall appoint the members thereof. Any members thereof may be removed by the person or persons authorized to appoint such member whenever in their judgment the best interests of the Association shall be served by such removal.

Section 3. Each member of a committee shall continue as such until the next annual meeting of the members of the Association and until his successor is appointed, unless the committee shall be sooner terminated, or unless such member shall be removed from such committee or unless such member shall cease to qualify as a member thereof.

Section 4. One member of each committee shall be appointed chairman by the person or persons authorized to appoint the members thereof.

Section 5. Vacancies in the membership of any committee may be filled by appointments made in

the same manner as provided in the case of the original appointments.

Section 6. Unless otherwise provided in the resolution of the Board of Directors designating a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members, present at a meeting at which a quorum is present shall be the act of the committee.

Section 7. Each committee may adopt rules for its own government not inconsistent with these by-laws or with rules adopted by the Board of Directors.

ARTICLE VII **CONTRACTS, CHECKS, DEPOSITS AND FUNDS**

Section 1. The Board of Directors may authorize any officer or officers, agent or agents, of the Association, in addition to the officers so authorized by these by-laws, to enter into any contract or execute or deliver any instrument in the name of and on behalf of the Association, and such authority may be general or confined to specific instances.

Section 2. All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Association, shall be signed by such officer or officers, agent or agents of the Association and in such manner as shall from time to time be determined by resolution of the Board of Directors. In the absence of such determination by the Board of Directors, such instruments shall be signed by the treasurer or an assistant treasurer and countersigned by the president or a vice president of the Association.

Section 3. All funds of the Association shall be deposited from time to time to the audit of the Association in such banks, trust companies or other depositories as the Board of Directors may select. Under no circumstances will the receipts of the Association be used for expenses or petty cash expenditures, or the like, but in all instances such receipts will be deposited intact.

Section 4. The Board of Directors may accept on behalf of the Association any contribution, gift, bequest or devise for the general purpose or for any special purpose of the Association.

ARTICLE VIII **CERTIFICATES OF MEMBERSHIP**

Section 1. The Board of Directors may provide for the issuance of certificates evidencing membership in the Association, which shall be in such form as may be determined by the Board.

Section 2. When a member has been elected to membership and has paid any initiation fee and dues that may be required, a certificate of membership shall be issued in his name and delivered to him by the secretary, if the Board of Directors shall have provided for the issuance of certificates of membership under the provisions of Section 1 of this Article. The membership will be recorded

in the minutes of the meeting during which the member was elected.

ARTICLE IX
BOOKS AND RECORDS

The Association shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its members, Board of Directors and committees having any of the authority of the Board of Directors, and shall keep at the registered or principal office a record giving the names and addresses of the members entitled to vote. All books and records of the Association may be inspected by any member, or his agent or attorney for any proper purpose at any reasonable time.

ARTICLE X
FISCAL YEAR

The fiscal year of the Association shall begin on the first day of October and end on the last day of September in each calendar year.

ARTICLE XI
DUES

Section 1. The Board of Directors may determine from time to time the amount of initiation fee, if any, and annual dues payable to the Association by members. For the year beginning October 1, 1970 (prior to the incorporation of this Association), annual dues of \$25.00 had been established.

Section 2. Dues shall be payable in advance during the month of October of each fiscal year. Dues of a new member shall be prorated from the first day of the month in which such member is elected to membership for the remainder of the fiscal year of the Association

Section 3. When any member of any class shall be in default in the payment of dues and assessments, if any, for a period of six months from the beginning of the fiscal year or period for which such dues became payable, his membership may thereupon be terminated by the Board of Directors in the manner provided in Article III of these by-laws.

ARTICLE XII
SEAL

The Board of Directors shall provide a corporate seal which shall be in the form of a circle and shall have inscribed thereon the name of the Association and the words "Corporate Seal".

ARTICLE XIII
WAIVER OF NOTICE

Whenever any notice is required to be given under the provisions of the by-laws of the Association, a waiver thereof in writing signed by the person or persons entitled to such notice whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

ARTICLE XIV
AMENDMENTS TO BYLAWS

These by-laws may be altered, amended or repealed and new by-laws may be adopted by a majority of the active members present or represented by proxy at any regular meeting or at any special meeting, if at least ten days' written notice is given of intention to alter, amend or repeal or to adopt new by-laws at such meeting. These by-laws and any amendment thereto shall be in keeping with the express purpose of this Association to engage in all activities necessary, useful or expedient through operative measures to enforce the restrictions and covenants governing the use of land and improvements included in the geographical areas of Edgemont and West Edgemont.

These By-Laws adopted by majority vote of the active members at a special called meeting of Edgemont Civic Association on the 4th day of October, 1990.

EDGEMONT CIVIC ASSOCIATION

By:
Mont Hoyt
President

Attest:
Geoffrey Walker
Secretary

**EDGEMONT CIVIC ASSOCIATION
RECORDS RETENTION POLICY**

This Records Retention Policy was adopted by Edgemont Civic Association, on the 24th day of December, 2011.

Edgemont Civic Association (hereinafter referred to as the "Association") shall maintain its records as follows:

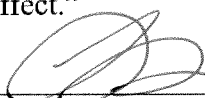
RECORD	RETENTION PERIOD
Certificate of Formation/Articles of Incorporation, Bylaws, Declarations, Rules & Policies, and all amendments to those documents.	PERMANENT
Association Tax Returns and Tax Audits	Seven (7) Years
Financial Books and Records	Seven (7) Years
Account Records of Current Owners	Five (5) Years
Contracts with a term of more than one year	Four (4) Years
Minutes of Member Meetings and Board Meetings	Seven (7) Years

Records not listed above are not subject to retention. Upon expiration of the retention date, the applicable records will be considered not maintained as a part of the Association books and records.

EDGEMONT CIVIC ASSOCIATION

CERTIFICATION

"I, the undersigned, being the President of Edgemont Civic Association, hereby certify that the foregoing Records Retention Policy is the policy of Edgemont Civic Association currently in effect."



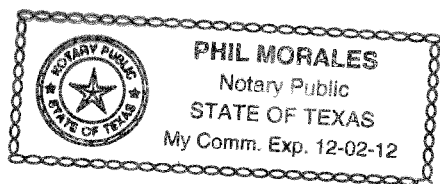
Laurie Lee, President

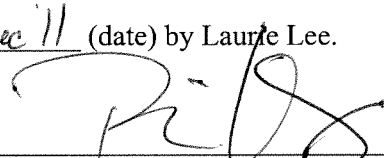
ACKNOWLEDGEMENT

STATE OF TEXAS §

COUNTY OF HARRIS §

This instrument was acknowledged before me on 28 Dec 11 (date) by Laurie Lee.





Notary Public, State of Texas

EDGEMONT CIVIC ASSOCIATION
PAYMENT PLAN POLICY

This payment plan policy was adopted by Edgemont Civic Association (the "Association") on the 24th day of December, 2011.

- 1) Owners of property subject to deed restrictions administered by the Association ("Owners") are entitled to one approved payment plan to pay their annual assessments.
- 2) All payment plans require a down payment and monthly payments.
- 3) Upon request, all Owners are automatically approved for a payment plan consisting of 50% down, with the balance paid off prior to the end of the fiscal year, September 30, unless an alternative payment plan is approved under Paragraph 5 of this document.
- 4) If an owner defaults on the payment plan, the payment plan is automatically terminated and the Association is not obligated to make another payment plan with the owner for the next two years.
- 5) Alternative payment plan proposals must be submitted to and approved by the Association. The Association is not obligated to approve alternative payment plan proposals. No payment plan may be shorter than 3 months or longer than 18 months.
- 6) The Association cannot charge late fees during the course of a payment plan, but can charge interest at the rate it is entitled to under its Governing Documents and can charge reasonable costs of administering the payment plan.
- 7) Unless an alternative payment plan has been agreed upon under Paragraph 5, a late fee not to exceed \$25 per quarter shall apply on unpaid assessments after September 30 of the fiscal year assessed, or the payment date agreed under the alternative payment plan, whichever is later. Such fee shall apply on the first day of each quarter thereafter, to accrue until all assessments are paid in full.

CERTIFICATION

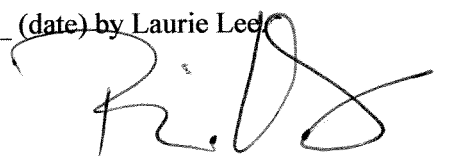
I, the undersigned, being the President of Edgemont Civic Association, hereby certify that the foregoing Payment Plan Policy is the policy of Edgemont Civic Association currently in effect.

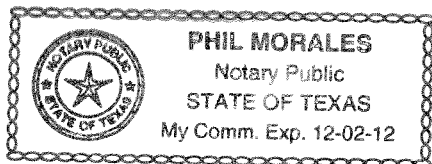


Laurie Lee , President

STATE OF TEXAS §

COUNTY OF HARRIS §

This instrument was acknowledged before me on 28 Dec 2011 (date) by Laurie Lee 



Notary Public, State of Texas

EDGEMONT CIVIC ASSOCIATION
RECORDS PRODUCTION POLICY

This Records Production Policy was adopted by Edgemont Civic Association (the "Association") on the 24th day of December, 2011.

- I. Copies of the Association's records will be available to all owners of property subject to deed restrictions administered by the Association ("Owners") upon their proper request and at their own expense. A proper request:
- a. is sent certified mail to the Association's address as reflected in its most recent management certificate;
 - b. is from an property owner, or the Owner's agent, attorney, or certified public accountant; and
 - c. contains sufficient detail to identify the records being requested.
- II. Owners may request to inspect the books and records or may request copies of specific records.
- If the owner makes a request to inspect the books and records, then the Association will respond within 10 business days of the request, providing the dates and times the records will be made available and the location of the records. The Association and the owner shall arrange for a mutually agreeable time to conduct the inspection. The Association shall provide the owner with copies of specific documents upon the owner paying the Association the cost thereof.
 - If an owner makes a request for copies of specific records, and the Association can provide the records easily or with no cost, then the Association will provide the records to the owner within 10 business days of the owner's request.
 - If the owner makes a request for copies of specific records, the Association shall send a response letter advising on the date that the records will be made available (within 15 business days) and the cost the owner must pay before the records will be provided. Upon paying the cost to provide the records, the Association shall provide the records to the owner within 15 business days.
- III. The Association hereby adopts the following schedule of costs:

COPIES

- 10 cents per page, for a regular 8.5" x 11" page
- 50 cents per page, for pages 11" x 17" or greater
- Actual cost, for specialty paper (color, photograph, map, etc...)
- 1.00 dollar for each CD or audio cassette
- 3.00 dollars for each DVD

LABOR \$15.00 per hour for actual time to locate, compile and reproduce the records (To be charged only if request is greater than 50 pages in length)

OVERHEAD 20% of the total labor charge records
(To be charged only if request is greater than 50 pages in length)

MATERIALS actual costs of labels, boxes, folders, and other supplies used in producing the records, along with postage for mailing the records

IV. The Association hereby adopts the following form of response to Owners who request to inspect the Association's Books and Records:

EDGEMONT CIVIC ASSOCIATION.
RESPONSE TO REQUEST FOR INSPECTION OF ASSOCIATION RECORDS

[Date]

Dear Homeowner:

On April 1, 2012, 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 9 a.m. and 5 p.m., at the office of the Association's President located at _____, Houston, Texas 77098.

Please contact the Association's President to arrange 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 response.

Very Truly Yours,

Edgemont Civic Association

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

EDGEMONT CIVIC ASSOCIATION
RESPONSE TO REQUEST FOR COPIES OF ASSOCIATION RECORDS

[DATE]

Dear Homeowner:

On _____, 20__, the **Association** received your request for copies of specific Association records. We are unable to provide you with the requested records within 10 business days of your request. However, the requested records will be available to you no later than 15 business days after the date of this response.

In order to obtain the records you must first pay the Association the cost of providing the records to you. The estimated cost to obtain the records you requested is \$_. Upon receiving payment, the Association will mail the requested documents to you. You may also make payment and pick up the documents in person at the office of the Association's President located at _____, Houston, Texas 77098.

Very Truly Yours,

Edgemont Civic Association

- VI. If the estimated cost provided to the Owner is more or less than the actual cost of producing the documents, the Association shall, within 30 days after providing the records, submit to the owner either an invoice for additional amounts owed or a refund of the overages paid by the Owner.
- VII. 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.

EDGEMONT CIVIC ASSOCIATION

CERTIFICATION

"I, the undersigned, being the President of Edgemont Civic Association, hereby certify that the foregoing Records Production Policy is the policy of Edgemont Civic Association currently in effect."

Laurie Lee , President

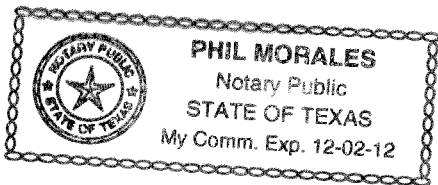
ACKNOWLEDGEMENT

STATE OF TEXAS §

COUNTY OF HARRIS §

This instrument was acknowledged before me on 28 Dec 2011 (date) by Laurie Lee.

Notary Public, State of Texas



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 28 2011



Star Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS

Star Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS

2011 DEC 28 PM 1:32

FILED

4211-86-080 11