

**Lake Anahuac Homeowners Association, Inc.
RECORDS PRODUCTION AND COPYING POLICY**

STATE OF TEXAS §
 § KNOW ALL PERSONS BY THESE
COUNTY OF CHAMBERS § PRESENTS:

WHEREAS, the Lake Anahuac Homeowners Association, Inc. ("Association") is charged with administering and enforcing those certain covenants, conditions and restrictions contained in the recorded Declaration; and

WHEREAS, the Board of the Association ("Board") desires to establish a policy for the production of those records ("Records") which are required by law to be provided to members of the Association.

NOW, THEREFORE, the Board has duly adopted the following *Records Production and Copying Policy*.

1. Records shall be reasonably available to every owner. An owner may also provide access to Records to any other person (such as an attorney, CPA or agent) they designate in writing as their proxy for this purpose. To ensure a written proxy is actually from the owner, the owner must include a copy of his/her photo ID or have the proxy notarized.
2. An owner, or their proxy as described in Section 1, must submit a written request for access to or copies of the Records. The letter must:
 - a. be sent by certified mail to the Association's address as reflected in its most recent Management Certificate filed in the County public records; and
 - b. contain sufficient detail to identify the specific Records being requested; and
 - c. indicate whether the owner or proxy would like to inspect the Records before possibly obtaining copies or if the specified Records should be forwarded. If forwarded, the letter must indicate the format, delivery method and address:
 - (1) format: electronic files, compact disk or paper copies
 - (2) delivery method: email, certified mail or pick-up
3. Within ten (10) business days of receipt of the request specified in Section 2 above, the Association shall provide:
 - a. the requested Records, if copies were requested and any required advance payment has been made; or

- b. a written notice that the Records are available and offer dates and times when the Records may be inspected by the owner or their proxy during normal business hours at the office of the Association; or
 - c. a written notice that the requested Records are available for delivery once a payment of the cost to produce the Records is made and stating the cost thereof; or
 - d. a written notice that a request for delivery does not contain sufficient information to specify the Records desired, the format, the delivery method and the delivery address; or
 - e. a written notice that the requested Records cannot be produced within ten (10) business days but will be available within fifteen (15) additional business days from the date of the notice and payment of the cost to produce the records is made and stating the cost thereof.
4. The following Records are not available for inspection by owners or their proxies:
- a. the financial records associated with an individual owner; and
 - b. deed restriction violation details for an individual owner; and
 - c. personal information, including contact information other than an address for an individual owner; and
 - d. attorney files and records in the possession of the attorney; and
 - e. attorney-client privileged information in the possession of the Association.

The information in a, b and c above will be released if the Association receives express written approval from the owner whose records are the subject of the request for inspection.

5. Records may be maintained in paper format or in an electronic format. If a request is made to inspect the Records and certain Records are maintained in electronic format, the owner or their proxy will be given access to equipment to view the electronic records. The Association shall not be required to transfer such electronic records to paper format unless the owner or their proxy agrees to pay the cost of producing such copies.
6. If an owner or their proxy inspecting the Records requests copies of certain Records during the inspection, the Association shall provide them promptly, if possible, but no later than ten (10) business days after the inspection or payment of costs, whichever is later.

7. The owner is responsible for all costs associated with a request under this Policy, including but not limited to copies, postage, supplies, labor, overhead and third party fees (such as archive document retrieval fees from off-site storage locations) as listed below:
 - a. black and white 8½"x11" single sided copies...\$0.10 each
 - b. black and white 8½"x11" double sided copies...\$0.20 each
 - c. color 8½"x11" single sided copies...\$0.50 each
 - d. color 8½"x11" double sided copies...\$0.60 each
 - e. PDF images of documents...\$0.10 per page
 - f. compact disk...\$1.00 each
 - g. labor and overhead...\$18.00 per hour
 - h. mailing supplies...\$1.00 per mailing
 - i. postage... at cost
 - j. other supplies... at cost
 - k. third party fees... at cost
8. Any costs associated with a Records request must be paid in advance of delivery by the owner or their proxy. An owner who makes a request for Records and subsequently declines to accept delivery will be liable for payment of all costs under this policy.
9. On a case-by-case basis, in the absolute discretion of the Association, and with concurrence of the owner, the Association may agree to invoice the cost of the Records request to the owner's account. The Owner agrees to pay the total amount invoiced within thirty (30) days after the date a statement is mailed to the Owner. Any unpaid balance will accrue interest as an assessment as allowed under the Declarations.
10. On a case-by-case basis where an owner requests for Records is deemed to be minimal, the Association or its managing agent reserves the right to waive notice under Section 2 and/or fees under Section 4.

This Policy is effective upon recording in the Public Records of Chambers County, Texas, and supersedes any policy regarding records production which may have previously been in effect.

Approved and adopted by the Board on this 25 day of August 2025.

Lake Anahuac Homeowners Association, Inc.

Denisa Vella
Signature

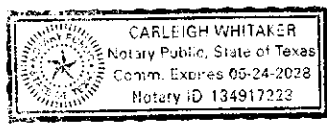
Denisa Villanueva
Officer Name

President
Position

STATE OF TEXAS §
 §
COUNTY OF CHAMBERS §

Before me, the undersigned authority, on this day personally appeared Denisa Villanueva, President of Lake Anahuac Homeowners Association, Inc., 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 25 day of August, 2025.



Carleigh Whitaker
Notary Public, State of Texas

Return to: Lake Anahuac Homeowners Association, Inc.
9205 Eagle Drive, Suite 300-277
Mont Belvieu, TX 77523

7320.0013/jb

FILED FOR RECORD IN:
Chambers
On: 09/09/2025 09:09 AM
Doc Number: 2025-217444
Number of Pages: 5
Amount: \$37.00
Order#: 20250909000010
By: KS
Heather H. Hawthorne

