



**SANDHILL SHORES RECORD PRODUCTION
AND COPYING POLICY**

Basic Information

- Name:** Sandhill Shores Property Owners Association, Inc. (the "Association"), established by the certificate of formation filed with the secretary of state of Texas on December 10, 2004, under file number 800424942.
- Principal Office:** Physical: 20911 West Sandhill Drive, Galveston, TX 77554. Mail: P.O. Box 5336, Galveston, Texas 77554. The Association may have other offices.
- Declaration:** The Declaration of Restrictions, Covenants and Conditions of Sandhill Shores, a Subdivision in Galveston County, Texas, recorded in the real property records of Galveston County, Texas under Film Code No. 013-91-0966.
- Definitions:** Capitalized terms used but not defined herein have the meaning set forth in the Declaration.
- Voting Members:** All Members are entitled to vote in person or by proxy.

A. Pricing

1. For paper copies of books and records the price is \$.10/pg. Each side that has recorded information will be considered a page.
2. Data Cartridge- Actual Cost
3. Rewritable CD- \$1.00
4. Non-rewritable CD - \$1.00
5. Digital Video Disc (DVD) -\$1.00

B. Labor Pricing

1. The Association reserves the right to charge \$15/hour for time spent locating, compiling, manipulating data, and reproducing the requested documents.
2. Requests for 50 or fewer pages of paper records will not be subject to a labor charge.

C. Overhead Charges

1. The Association reserves the right to impose an overhead charge on production requests for books and records.

2. Requests for 50 or fewer pages will be exempt from an overhead charge.
3. The overhead charge will be (hourly labor rate) x (.20) = overhead charge.

D. Cost Allocation

1. The owner making the request, or on whose behalf the request is made, is responsible for the costs related to the compilation, production, and reproduction of requested information in the amounts set forth in this document.

E. Advance Payment

1. The association will provide an estimate of the cost to produce the records that the property owner requests.
2. The Association reserves the right to require advance payment from a party requesting copies of its books or records.
3. If the estimated costs are less or more than the actual costs the association will submit a final invoice to the owner on or before the 30th business day after the information is delivered.
 - i. If the final invoice includes additional amounts due from the owner, the additional amounts, not reimbursed to the association before the 30th business day after the invoice is sent to the owner, may be added to the owner's account as an assessment.
 - ii. If the estimated costs exceed the final invoice amount, the owner is entitled to a refund, and the refund will be issued to the owner no later than 30 business days after the invoice was sent to the owner.

F. Recording and Posting of This Instrument. This instrument shall be recorded in the official real property records of Galveston County, Texas in accordance with Texas Property Code § 209.005 (i). A current copy of this Instrument will be posted on the Association's website in accordance with Texas Property Code § 207.006. This instrument will have no effect until it is filed in the official real property records of Galveston County, Texas in accordance with Texas Property Code § 202.006

G. Amendment. These policies may be amended at any time by a majority vote of the board.

I hereby certify that I am the duly elected, qualified and acting Secretary of the Association and that the foregoing Record Production and Copying Policy of the Association was approved by

the Board of Directors as set forth above and now appears in the books and records of the Association, to be effective upon recording in the Official Records of Real Property of Galveston County, Texas.

TO CERTIFY which witness my hand this 2 day of FEB, 2012.

Sandhill Shores Property Owners Association, Inc.

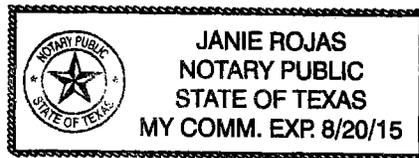
By: [Signature]
Richard Devine, Secretary

THE STATE OF TEXAS

COUNTY OF GALVESTON

BEFORE ME, the undersigned notary public, on this 2 day of Feb, 2012 personally appeared Richard Devine, Secretary of the Sandhill Shores Property Owners Association, Inc., known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purpose and in the capacity therein expressed.

[Signature]
Notary Public in and for the State of Texas



AFTER RECORDING PLEASE RETURN TO:
Chris Cahill
PO Box 1943
Galveston, TX 77553-1943

FILED AND RECORDED

OFFICIAL PUBLIC RECORDS



[Signature] 2012006440

February 08, 2012 03:49:46 PM

FEE: \$24.00

Dwight D. Sullivan, County Clerk
Galveston County, TEXAS