

**POLICY RESOLUTION FOR
ACCESS TO ASSOCIATION RECORDS OF
OAK CREEK OWNERS ASSOCIATION**

WHEREAS the Association keeps correct and complete books and records of account and Minutes of the proceedings of its members and Board of Directors;

AND WHEREAS the Bylaws of the Association provides that the owners and lien holder shall have the right, during reasonable business hours, to inspect the books and records of the Association;

AND WHEREAS it is desirable to impose certain reasonable restrictions on the process of record inspection and copying;

NOW THEREFORE BE IT RESOLVED that the following requirements are hereby established for the inspection of the records of the Association:

1. A notice of intent to inspect must be submitted in writing, stating the proper purpose, to the Board of Directors and/or its duly authorized agent at least 24 hours prior to the planned inspection. Article 1396.2.23b of the Texas Non-Profit Corporation Act provides that all books and records of a corporation may be inspected by any member or his agent, or attorney for any proper purpose, at any reasonable time.
2. The notice must specify with some particularity which records are to be inspected, so that such records may be recovered in an orderly manner and assembled for inspection.
3. All records shall be inspected at the registered office of the Association between the hours of 9:00 a.m. and 4:00 pm Monday through Friday (except holidays).
4. At the sole discretion of the Board of Directors, certain records may only be inspected with written consent of the Board of Directors:
 - a) Minutes of Executive Session;
 - b) Minutes of Administrative Hearings pertaining to the imposition of fines, late fees or other punitive disposition;
 - c) Where disclosure would violate a constitutional or statutory provision or applicable public policy;
 - d) Where disclosure could result in harm to the Association or any of its Members;
 - e) Personnel records;
 - f) Inter-office memoranda;
 - g) Active litigation files;
 - h) Preliminary data or reports which have not as yet been formally approved by the Board, such as contractor bid prospects.

5. Person(s) requesting access shall not disrupt the ordinary business activities of the registered office during the course of inspection.
6. No original records may be removed from the office without the written consent of the Board of Directors.
7. Certain records of the Association for prior years may be located at remote storage facilities. Person(s) requesting inspection of such records will be required to reimburse the Association for the cost of recovery and subsequent re-storage of these records at cost.
8. In the event the person(s) reviewing the records is desirous of making photocopies, such person(s) may either (a) bring their own duplicating machine to the registered office or (b) mark such documents that are to be duplicated and copies will be furnished at cost to the requesting party of .15¢ per copy.
9. The Association is under no obligation to provide any additional information other than that which is required by law.

RESOLVED:

EFFECTIVE DATE: April 10, 2012

BY:



President