



DOC#
02884

✓ Canyon Park Property Owners Association
PO Box 1735
Onalaska, TX 77360
(936) 646-4445
canyonparkpooa2020@gmail.com

DOCUMENT INSPECTION AND COPYING POLICY

Canyon Park Property Owners Association (CPPOA) Board of Directors establishes this policy for records inspection and reproduction pursuant to Texas Property Code 209.005 (the Statue) and will be known as the "Document Inspection and Copying Policy". The objective of this policy is to provide clear and definitive guidance to property owners for obtaining records.

Individuals Authorized to Inspect CPPOA Records

Every owner of a lot in Canyon Park is entitled to inspect or have copies of the CPPOA records. An owner may also provide access to records to any other person (such as an attorney, a certified public accountant, or agent) they designate **in writing** as their proxy for this purpose. To ensure a written proxy is from the owner, the owner must include a copy of his/her valid ID, current phone number or have the proxy notarized. The owner and/or the owner's designated representative will be referred to as the Requesting Party.

Request for Records

The requesting party must submit a written request by certified mail. The request must contain

- a) Sufficient detail to describe the records requested, including pertinent dates, time periods or subjects
- b) An election either to inspect the records before obtaining copies or to have the association make copies of the requested records and
- c) Delivery method of records (via email, certified mail or pick up).

The mailing address for CPPOA is reflected on the most current Management Certificate filed in the County public records and on the CPPOA website - www.canyonparkonalaska.com.

Response to the Request

CPPOA shall respond to a request for inspection within ten (10) business days. A written notice shall be provided detailing the dates and times during normal business hours that the inspection can occur. All inspections will take place at CPPOA office. No individual shall remove any original records from the office or alter the records in any way. All individuals must conduct themselves in a businesslike manner and shall not interfere with the operation of the office. All estimated costs or payments are due upon inspection.

If copies are requested, either paper or electronic, and CPPOA is unable to produce the requested documentation within ten (10) business days and all required estimated payments are complete, CPPOA must give written notice of the details and state a date, within the next fifteen (15) business days, when the copies will be available for inspection.



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Charges

The requestor is responsible for all costs associated with the request and CPPOA will charge for time spent retrieving, compiling, and producing all records based on the rates set forth below.

CPPOA will issue an estimated cost of compiling requested records within three (3) business days of receiving the records request.

Labor Charges

The charge for labor costs incurred in processing a request for information is \$15.00 an hour. The labor charge includes the actual time to locate, compile, manipulate data, and reproduce the requested information. This includes the cost to redact, blackout or otherwise obscure any confidential information.

Paper Copies

Reproduction paper copies of black and white shall be .10 cents per single side copy and .20 cents per double sided copy for 8.5 by 11" paper. Reproduction paper copies of full color shall be .50 cents per single side copy and \$1.00 per double sided copy for 8.5 by 11" paper. No other paper sizes are available. All copies will be provided as legible as possible.

Electronic Files

Data storage devices, including USB flash drives, will not be provided by CPPOA. CPPOA will only accept a **manufacturer's sealed blank** storage devices from the requester. Charges per hour for labor will apply. All electronic files shall be in .pdf format and labeled intelligently for easy identification.

Document Retrieval

The requester shall be responsible for all actual cost for document retrieval charges from any offsite storage site.

Postage and Materials

The requester shall be responsible for all actual cost associated with postage and materials.

Advance Payment

CPPOA will require advance payment of the estimated costs before delivery. If an owner or their proxy request records and subsequently decline to accept delivery they will be liable for payment of all costs under this policy. If the actual cost is less than the estimate CPPOA will refund the excess to the owner within thirty (30) business days. If the actual cost is greater than the estimate, the owner shall pay the excess within fifteen (15) days after the information is delivered to the owner. If the owner fails to reimburse CPPOA, the amount of unpaid excess costs will be added as an assessment to the owner's account.

Exempt information

CPPOA shall not be required to provide information of the following types without written consent of the person who is the subject of the information:

- Owner violation history
- Owner personal financial information



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- Owner contact information other than the owner's address
- Information relating to a CPPOA employee, including personnel files
- Information that is legally exempt or protected from disclosure, such as attorney-client communications and attorney work product.

Summaries & Compilations

The duty to provide documents on request applies to existing records. The Statute does not obligate CPPOA to create new documents, prepare a summary of information, or compile and report data.

This Document Inspection and Copying Policy shall be effective upon adoption hereof, to remain in force and effect until revoked, modified, or amended.

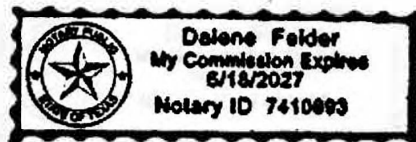
This is to certify that this Policy was adopted by the Board of Directors at a meeting of same on 4-5-2024 and is a modification to unnamed document dated June 18, 2019 and filed with the State of Texas, County of Polk, Clerk Document 5337, Volume 2019-2213-715.

4/5/24
Date _____
Robert Simard
Robert Simard, President

Before me, the undersigned authority, on this day personally appeared Robert Simard, President of Canyon Park Property Owners Association, 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 has 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 5 day of April, 2024.

Dalene Felder
Dalene Felder, Notary Public, State of Texas



YCP

FILED FOR RECORD

Apr 09 2024 09:06:11

Schelana Hock
SCHELANA HOCK
POLK COUNTY CLERK



STATE OF TEXAS - COUNTY OF POLK
I, SCHELANA HOCK hereby certify that the instrument was FILED
in the file number sequence on the date and at the same time stamped
heron by me and was duly RECORDED in the Official Public Records,
in Volume and Page of the named RECORDS OF Polk County, Texas,
as stamped heron by me.

Schelana Hock
COUNTY CLERK
POLK COUNTY, TEXAS

CF

Apr 09, 2024

