

DURHAM PARK HOA

801 Glasscock, Liberty Hill, Texas 78642

Open Records Policy, effective May 1, 2015

- 1) A member or the member's authorized representative (the "Member") must submit a written request for access to Association information. The request must be sent by certified mail and addressed to the Association at 800 Glasscock Rd. Liberty Hill, TX 78642. The authorized representative must be designated in a document signed by the Member and must be the Members' agent, attorney, or certified public accountant.
- 2) The request must state with sufficient detail the books and/or records requested and whether the Member elects to inspect the books and records before obtaining copies or to have the Association forward copies of the requested books and records.
- 3) Within 10 business days from receipt of the request, the Association will provide written notice to the member of the dates on which the records may be inspected, or if copies are requested, provide the requested copies. If the Association is unable to produce the records within the 10-day period, it will provide a date within an additional 15 business days by which the records will be sent or made available to the Member for inspection.
- 4) Inspection of records will take place during a mutually agreed time during the regular business hours of the Association.
- 5) The Association may, at its option, produce the requested copies in hard copy or by electronic or other format reasonably available.
- 6) The Association will not provide any document that is considered attorney work product or that is a privileged attorney-client communication.
- 7) The Association will only provide information that identifies the violation history of an individual member, a member's personal financial information including records of payment or nonpayment of amounts due to the Association, a member's contact information other than the member's address, or information related to an employee of the Association, including personnel files, if (a) the affected member or employee gives their express written approval for the inspection or reproduction of the records or (b) a court orders the Association to release the information.
- 8) The Member must pay the cost of the inspection or reproduction of records. The charges will be determined based on the amounts set out in the Association's Schedule of Assessments, Charges, Fees and Fines as recorded in the real property records of Williamson County, Texas.
- 9) The Association may require the Member to pay the estimated cost of inspection or production in advance. The Association will deliver a final invoice to the Member before the 30th business day after the information is delivered. If the total charges on the final invoice are less than the estimate paid, the Association will refund the excess amount paid within 30 business days of the date the final invoice is delivered. If the total charges on the final invoice are more than the estimate paid, the Member must pay the balance within 30 business days of the date the final invoice is delivered. Any balance due the Association not paid by such date will be added to the Member's account and treated as a past due amount subject to late fees and interest.