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Notice  
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12/29/2011 RP1 \$36.00

**ADDITIONAL DEDICATORY INSTRUMENT**

**for**

**FAIRMONT PARK HOMES ASSOCIATION, INC.**

THE STATE OF TEXAS       §  
  §  
COUNTY OF HARRIS       §

BEFORE ME, the undersigned authority, on this day personally appeared Lloyd Frazier, who, being by me first duly sworn, states on oath the following:

My name is Lloyd Frazier, I am over twenty-one (21) years of age, of sound mind, capable of making this affidavit, authorized to make this affidavit, and personally acquainted with the facts herein stated:

I am the Secretary of FAIRMONT PARK HOMES ASSOCIATION, INC. Pursuant with Section 202.006 of the Texas Property Code, the following documents are copies of the original official documents from the Association's files:

- 1. **POLICY REGARDING RECORDS RETENTION, INSPECTION & PRODUCTION**
- 2. ~~POLICY REGARDING ALTERNATIVE PAYMENT SCHEDULES~~ *SC*

**OF**

**FAIRMONT PARK HOMESASSOCIATION, INC.  
A TEXAS NON-PROFIT CORPORATION**

DATED this 19<sup>th</sup> day of December, 2011.

**FAIRMONT PARK HOMES  
ASSOCIATION, INC.**

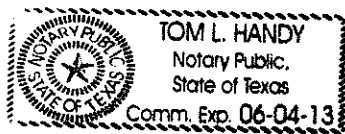
*lll  
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BY: Lloyd Frazier

Lloyd Frazier, Secretary  
(Printed Name)

THE STATE OF TEXAS       §  
  §  
COUNTY OF HARRIS       §

THIS INSTRUMENT was **acknowledged** before me on this the 19 day of December, 2011 by the said Lloyd Frazier, Secretary of **FAIRMONT PARK HOMES ASSOCIATION, INC.**, a Texas non-profit corporation, on behalf of said corporation.



Tom L. Handy  
NOTARY PUBLIC IN AND FOR  
THE STATE OF TEXAS

After Recording Return To:  
Daughtry & Jordan, P.C.  
17044 El Camino Real  
Houston, Texas 77058  
ATTN: MRM

A handwritten checkmark symbol.





## RECORDS INSPECTION & PRODUCTION:

1. An Owner, or a person designated in a writing signed by the Owner as the Owner's agent, attorney or certified public accountant, may make a request to access the books and records of the Association, provided that such Owner or designated agent submit a written request by certified mail, return receipt requested, which contains sufficient detail to identify the records being requested.
2. The Association may require advance payment of the estimated costs of compilation, production and reproduction of the requested information. If such advance payment is required, the Association shall notify the requesting owner in writing of the cost.
3. The Association will respond to the Owner's request in writing within ten (10) business days of receiving the request. If the Association is unable to produce the information within ten (10) business days, the Association must provide the requestor written notice that: (1) informs the requestor that the Association is unable to produce the information before the 10th business day; and (2) states a date by which the information will be sent or made available for inspection to the requesting party that is not later than the 15th business day after the date of the original response from the Association.
4. Absent a court order or the express written approval of the owner whose records are the subject of the request, the Association will not allow inspection or copying of any records that identify the violation history of an individual owner, an owner's personal financial information, including records of payment or nonpayment of amounts due the Association, an owner's contact information (other than the owners' address), or information relating to an employee or contractor of the Association, including personnel files.
5. The Association hereby adopts the following SCHEDULE OF CHARGES for the production and copying of records:
  - Copies: \$.40 per page for standard paper copies; \$.70 per page for oversize paper
  - Electronic Media: \$1.00 for each CD; \$3.00 for each DVD
  - Labor: \$25.00 per hour for actual time to locate, compile and reproduce records
  - Overhead: 20% of the total Labor charge
  - Miscellaneous: The Association may charge for actual costs incurred in responding to the request, including costs for labels, boxes, folders, postage and/or shipping.

