ADDITIONAL DEDICATORY INSTRUMENTS
for
LAKE FOREST FALLS, INC.

THE STATE OF TEXAS §

COUNTY OF MONTGOMERY §

BEFORE ME, the undersigned authority, on this day personally appeared **Trisha Taylor Farine**, who, being by me first duly sworn, states on oath the following:

"My name is **Trisha Taylor Farine**, 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 attorney/agent for LAKE FOREST FALLS, INC.. Pursuant to Section 202.006 of the Texas Property Code, the following documents are copies of the original official documents from the Association's files:

Policy Regarding Records Retention, Inspection & Production

DATED this 26th day of April . 2021.

LAKE FOREST FALLS, INC.

BY: Trisha Taylor Farine
Trisha Taylor Farine, attorney/agent

THE STATE OF TEXAS §

COUNTY OF MONTGOMERY §

THIS INSTRUMENT was acknowledged before me on this the 26th day of April, 2021, by **Trisha Taylor Farine**, attorney/agent of LAKE FOREST FALLS, INC., a Texas non-profit corporation, on behalf of said corporation.

Debra L Burt
NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS

NOTARY PUBLIC STATE OF TEXAS
DEBRA L. BURT
My Notary ID # 124910659
Expires April 30, 2024

After recording return to:
DAUGHTRY & FARINE, P.C.
17044 El Camino Real
Houston, Texas 77058

LAKE FOREST FALLS, INC.
POLICY REGARDING RECORDS RETENTION, INSPECTION & PRODUCTION

WHEREAS, Section 209.005(i) of the Texas Property Code requires property owners associations to adopt a records production and copying policy record it as a dedicatory instrument; and

WHEREAS, Section 209.005(m) requires property owners associations to adopt and comply with a document retention policy;

NOW THEREFORE, BE IT RESOLVED THAT:

The following POLICY REGARDING RECORDS RETENTION, INSPECTION & PRODUCTION is hereby adopted:

RECORDS RETENTION:

1. Certificates of Formation, Articles of Incorporation, Bylaws, restrictive covenants and any amendments thereto shall be retained permanently;
2. Financial books and records shall be retained for seven (7) years;
3. Account records of current owners shall be retained for five (5) years;
4. Contracts with a term of one year or more shall be retained for four (4) years after the expiration of the contract term;
5. Minutes of meetings of the Owners and the Board shall be retained for seven (7) years; and
6. Tax returns and audit records shall be retained for seven (7) years.

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 of the Association, including personnel files.

5. The Association hereby adopts the following SCHEDULE OF CHARGES for the production and copying of records:

   - Copies: $.10 per page for standard paper black and white copies; $.50 per page for oversize paper or color copies.

   - Electronic Media: $1.00 for each CD; $3.00 for each DVD
   - Labor: $15.00 per hour for actual time to locate, compile and reproduce records (no charge for requests for 50 or fewer pages)

   - Overhead: 20% of the total Labor charge (no charge for requests for 50 or fewer pages)

   - Miscellaneous: The Association may charge for actual costs incurred in responding to the request, including costs for labels, usb drives, boxes, folders, postage and/or shipping.

Adopted this 17 day of April, 2021, by the Board of Directors of Lake Forest Falls, Inc.

LAKE FOREST FALLS, INC.

Russell Wright
(Signature of President)

Russell Wright
(Print Name of President)

Doc #: 2021055382
Pages 4

E-FILED FOR RECORD
04/26/2021 02:08PM

COUNTY CLERK
MONTGOMERY COUNTY, TEXAS

STATE OF TEXAS,
COUNTY OF MONTGOMERY
I hereby certify that this instrument was e-filed in the file number sequence on the date and time stamped herein by me and was duly e-RECORDED in the Official Public Records of Montgomery County, Texas.

04/26/2021

County Clerk
Montgomery County, Texas