Hood County Clerk
201 W Bridge Street
PO BOX 339
Granbury, Texas 76048
Phone: 817-579-3222

Document Number: 2017-0001503 -
Filed and Recorded - Real Records

RESOLUTION

Grantor: ORCHARDS POA INC

Pages: 4

Recorded On: 02/01/2017 10:44 AM

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Do Not Destroy

Recorded On:	02/01/2017 10:44 AM
Document Number:	2017-0001503
Receipt Number:	R171412
Amount:	$29.00
Recorded By:	Kathryn Frost

Notes:

Any provision herein which restricts the Sale, Rental, or use of the described REAL PROPERTY because of color or race is invalid and unenforceable under federal law.

I hereby certify that this instrument was filed and duly recorded in the Official Records of Hood County, Texas

Katie Lang
County Clerk
Hood County, Texas

Return To: In Office

ORCHARDS POA INC

3902 E HWY 377
SUITE 102
GRANBURY, TX 76049

STATE OF TEXAS	§	**RESOLUTION ADOPTING RECORDS**
	§	**PRODUCTION AND COPYING POLICY**
	§	**FOR THE ORCHARDS PROPERTY**
COUNTY OF HOOD	§	**OWNERS ASSOCIATION, INC.**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE ORCHARDS PROPERTY OWNERS ASSOCIATION, INC. REGARDING RECORDS PRODUCTION AND COPYING POLICY

Pursuant to Section 209.005(i), Texas Property Code, The Orchards Property Owners Association, Inc., hereinafter referred to as "Association", acting by and through it's Board of Directors, has adopted the following records production and copying policy to prescribe the costs the Association will charge for the compilation, production, and reproduction of information requested under Section 209.005(i), to-wit:

1. Copy Charges-

   a. The charge for standard paper copies reproduced by means of an office machine copier or a computer printer if $.09 per page or part of a page. Each side that has recorded information is considered a page.

   b. The charge for oversize copies (e.g.: 11 inches by 17 inches, not including maps and photographs using specialty paper) shall be $.50 per page.

   c. The charge for specialty paper (e.g.: Mylar, blueprint, blueline, map, photographic) shall be at actual cost.

   d. The charge for copies made onto a form of electronic media shall be the actual cost of the supplies used, for example a rewritable CD. Charges in this subsection are to cover materials onto which information is copied and do not reflect any additional charges, including labor, that may be associated with a particular request.

2. Labor Charges for locating, compiling, manipulating data, and reproducing information-

   a. 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.

   b. A labor charge shall not be billed in connection with complying with requests that are for 50 or fewer pages of paper records, unless the documents to be copied are located in:

      (i) Two or more separate buildings that are not physically connected with each other; or

(ii) A remote storage facility.

c. A labor charge shall not be recovered for anytime spent by an attorney, legal assistant, or any other person who reviews the requested information to determine whether the Association will raise any exceptions to disclosure of the requested information.

d. When confidential information is mixed with non-confidential information in the same page, a labor charge may be recovered for time spent to redact, blackout, or otherwise obscure confidential information in order to release the non-confidential information. A labor charge shall not be made for redacting confidential information for requests of 50 or fewer pages, unless the request the documents to be copied are located in:

(i) Two or more separate buildings that are not physically connected with each other; or

(ii) A remote storage facility.

3. Miscellaneous supplies-

a. The actual cost of miscellaneous supplies, such as labels, boxes, and other supplies used to produce the requested information, may be added to the total charge for information.

4. Postal and shipping charges-

a. The Association may add any related postal or shipping expenses which are necessary to transmit the reproduced information to the requesting party.

5. Advance payment-

a. The Association may require advance payment of the estimated costs of compilation, production, and reproduction of the requested information. If the estimated costs are lesser or greater than the actual costs, the Association shall submit a final invoice to the owner on or before the 30th business day after the date the information is delivered. If the final invoice includes additional amounts due from the owner, the additional amounts, if not reimbursed to the Association before the 30th business day after the date the invoice is sent to the owner, may be added to the owner's account as an assessment. If the estimated costs exceed the final invoice amount, the owner is entitled to a refund, and the refund shall be issued to the owner not later than the 30th business day after the date the invoice is sent to the owner.

By their signatures below the President and the Secretary of the Association certify that the foregoing resolution was approved by the Board of Directors of the Association at a duly-

called meeting of the Board of Directors at which a quorum of Directors was present, or by signed, unanimous written consent in lieu of a meeting.

PASSED, ADOPTED AND APPROVED on this the 25th day of January, 2017.

The Orchards Property Owners Association, Inc.

By: _____
Oscar Rohne, President

ATTEST:

By: _____
Kevin Drake, Secretary

THE STATE OF TEXAS §
§
COUNTY OF Parker §

CERTIFICATE OF ACKNOWLEDGMENT

Before me, the undersigned Notary Public, on this day personally appeared Oscar Rohne who is personally known to me (or proved to me through a federal or state issued ID with photo and signature of person identified) to be the person whose name is subscribed to the foregoing instrument, and who has acknowledged to me that he is the President of The Orchards Property Owners Association, Inc. and that by authority duly given and as the act of The Orchards Property Owners Association, Inc. executed the instrument for the purposes and considerations expressed.

Given under my hand and seal of office on this the 25th day of January, 2017.

MONTE LEE MAGNESS
MY COMMISSION EXPIRES
March 15, 2018

_____
Notary Public in and for The State of Texas

AFTER RECORDING, RETURN TO:

The Orchards Property Owners Association, Inc.
3902 E. Hwy. 377, Suite 102
Granbury, Texas 76049