NOTTINGHAM COUNTRY COMMUNITY IMPROVEMENT ASSOCIATION, INC.

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RECORDS PRODUCTION POLICY

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- I. The names of the Subdivisions are Nottingham Country, Sections One (1), Two (2), Three (3), Four (4), Six (6), Seven (7), Eight (8), Nine (9), and Mason Creek Park, Section One (1).
- II. The name of the Association is NOTTINGHAM COUNTRY COMMUNITY ASSOCIATION, INC. (the "Association")
- III. The recording data (i.e., Map or Plat reference) for each Section of the Subdivision, and the recording data for the Declaration (i.e., Deed Restrictions) for each Section of the Subdivision are as follows:

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(i)	Map(s) or Plat(s):	
	Nottingham Country, Section One (1) -	D641611;
	Replat Nottingham Country, Section One (1) -	D781339;
	Nottingham Country, Section Two (2) -	D856188;
	Corrected Nottingham Country, Section Two (2) -	D735098;
	Nottingham Country, Section Three (3) -	E233034;
	Nottingham Country, Section Four (4) -	E712798;
	Nottingham Country, Section Six (6) -	E949286;
	Nottingham Country, Section Seven (7) -	F480639;
	Nottingham Country, Section Eight (8) -	G139208;
	Nottingham Country, Section Nine (9) -	G139192; and
	Mason Creek Park, Section One (1) -	F828507.

(ii) and Deed Restrictions:

Nottingham Country, Section One (1) -	D649702;
Nottingham Country, Amendment Section One (1) -	D846832;
Nottingham Country, Section Two (2) -	E066394;
Nottingham Country, Section Three (3) -	E616795;
Nottingham Country, Section Four (4) -	F253600;
Nottingham Country, Section Six (6) -	F390729;
Nottingham Country, Amendment Section Six (6) -	G179347;
Nottingham Country, Section Seven (7) -	G003653;
Nottingham Country, Section Eight (8) -	G712708;
Nottingham Country, Section Nine (9) -	G075347; and
Mason Creek Park, Section One (1) -	G180262.

FILED FOR RECORD 8:00 AM

DEC 16 2011

County Clerk, Harrie County, Texas

- IV. PRODUCTION OF ASSOCIATION RECORDS: This Records Production Policy was approved by at least a majority vote of the Board of Directors of NOTTINGHAM COUNTRY COMMUNITY IMPROVEMENT ASSOCIATION, INC. (the "Board"), at a duly called Meeting of the Board held on the 13th day of October, 2011, at which Meeting a quorum was present.
 - 1. Copies of Association records will be available to all Owners [i.e., the Owner(s) of any Lot within the Association's jurisdiction] upon the Owner's proper request and at the Owner's own expense. A proper request must:
 - a) be sent Certified Mail (<u>note</u>: Return Receipt Requested is recommended) to the Association's address as reflected in its most recent Management Certificate;
 - b) be from an Owner(s), or the Owner's agent, attorney, or certified public accountant; and
 - c) contain sufficient detail to identify the Association records being requested.
 - 2. Owners may request to inspect the Association's books and records or, alternatively, Owners may request copies of specific records.
 - a) If an Owner(s) make(s) a request to inspect the books and records, then the Association will respond within 10 business days after the Association's receipt of the request, providing the dates and times the records will be made available and the location of the records. The Association and the Owner(s) shall arrange for a mutually agreeable time to conduct the inspection. The Association shall provide the owner(s) with copies of specific documents upon the owner paying the Association the cost thereof.
 - b) If an Owner(s) make(s) a request for copies of specific records, and the Association is reasonably able to provide the records easily or with no cost, then the Association will provide copies of the records to the owner within ten (10) business days after the Association's receipt of the Owner's request.
 - c) If an Owner(s) make(s) a request for copies of specific records, and the Association is unable to provide such records within ten (10) business days after receipt of the request, the Association shall send a response letter advising the Owner that the requested records (excluding attorney work product and attorney/client privileged communications, and excluding books and records which are otherwise statutorily allowed to be withheld) will be made available to the requesting party no later than the fifteenth (15th) business day after the date of such notice letter, and specifying the cost the Owner(s) must pay before the records will be provided. Upon the Owner(s) paying the cost to provide the records, the Association shall provide the records to the Owner(s) who made the request

V. The Association hereby adopts the following schedule of costs:

Copy Cost for a regular 8.5" x 11" page - 10 cents per page;

for pages 11" x 17" or greater - 50 cents per page;

for specialty paper (color, photograph, map, etc.) - actual cost;

for each CD or audio cassette - \$1.00; and

for each DVD - \$3.00.

<u>Labor Cost</u> \$15.00 per hour for actual time expended to locate, compile and reproduce the

records [note: the Owner(s) may only be charged such labor cost if the copies

requested by the Owner(s) exceed 50 pages in length].

Overhead 20% of the total labor charge [note: the Owner(s) may only be charged for such

overhead cost if the copies requested by the Owner(s) exceed 50 pages in length].

Materials for labels, boxes, folders, and other supplies used in producing the records, along

with postage for mailing the records - actual costs.

VI. The Association hereby adopts the following form for response to an Owner(s) who request(s) to inspect the Association's Books and Records:

"<u>Date</u>

Dear	 ·		
On certain books (n received your written reques n. The books and records of the	-
(excluding atto	forney work product and attor	rney/client privileged communic rwise statutorily allowed to be w	cations, and
p.m., at the off	fice of Nottingham Communit	ness days, between the hours of s ty Improvement Association, Inc	
11/0 Cherry P	Park Drive, Houston, TX 7709:	3.	

Please contact the Association's Manager located at (tel. no. 281-463-1777 or e-mail address ncallaway@scsmgmt.com) to arrange for a mutually agreeable date and time for you to inspect the Association's books and records identified in your written request (excluding attorney work production and attorney/client privileged communications, and excluding books and records which are otherwise statutorily allowed to be withheld). You will also need to advise the Association whether you will personally attend such inspection and/or whether you intend to allow an Owner's agent, an Owner's attorney, or an Owner's certified public accountant to participate in such inspection. Please be advised that if you desire copies of specific records during or after the inspection, you must first pay the associated costs before the copies will be provided to you. A schedule of costs is included with this response.

Sincerely,

Nottingham Country Community Improvement Association, Inc."

VII. The Association hereby adopts the following form for response to an Owner(s) who request(s) copies of specific records:

"Date

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Dear	;	
specific Associa you with the co however, the co attorney/client otherwise statu	, 20, the Association received your written request for copies of the records. Please be advised that the Association is unable to provide ies of the requested records within ten (10) business days of your requestive pies of the requested records (excluding attorney work product and rivileged communications, and excluding books and records which are orily allowed to be withheld) will be made available to you no later that the days after the date of this response.	e t; d
first pay the As obtain the reco the Association request. You m in person at the Houston, TX 7	sts is included with this response. In order to obtain the records you must ociation the cost of providing the records to you. The estimated cost the syou requested is \$ Upon receipt of advance payment from you will mail the requested documents to you at the address specified in you walso make payment and pick up the copies of the requested document office of the Association's Manager located at 7170 Cherry Park Drive 1995. Should you have any questions or comments, please contact the Manager (at tel. no. 281-43-1777 or e-mail address agmt.com).	o, r s
Sincerely,		
Nottingham Co	ntry Community Association Inc."	

- VIII. If the estimated cost provided to the Owner(s) is more or less than the actual cost of producing the documents, the Association shall, within thirty (30) business days after providing the records, submit to the owner either an invoice for the additional amount(s) owed or refund the overage(s) paid by the Owner. In the event of an invoice for additional amount(s) owed, if the Association does not receive reimbursement before the thirtieth (30th) business day after the date the invoice is sent to the Owner(s), the additional amount(s) may be added to the Owner(s)' account as an assessment.
- IX. Unless authorized in writing by the affected Owner(s) or authorized by Court Order, the Association will not provide copies of or allow inspection of any records that contain the personal information of an Owner, including restriction violations, delinquent assessments, financial information, and contact information (other than the Owner's address). Please note that information may be released in an aggregate or summary manner that does not identify an individual property Owner.

<u>CERTIFICATION</u>

"I, the undersigned, being the President of NOTTINGHAM COUNTRY COMMUNITY IMPROVEMENT ASSOCIATION, INC., hereby certify that the foregoing Records Retention Policy Resolution was adopted by at least a majority of the Association's Board of Directors, and such Records Retention Policy Resolution has never been modified or repealed, and is now in full force and effect."

> **NOTTINGHAM COUNTRY COMMUNITY** IMPROVEMENT ASSOCIATION, INC.

ANY PROVISION HEREIN WHICH RESTRICTS THE SALE RENTAL OR USE OF THE DESCRIBED REAL ANT PROVISION FROM MICHIGATION THE SALE PERMAL CHASE OF THE DESCRIBED MEAN.

PROPERTY BECAUSE OF COLOR ON PRACE IS MANUDAMO UNEMPORCEASULE UNDER FEDERAL LAW.

THE STATE OF TEXAS

COUNTY OF HARRIS

I hereby cortily that this instrument was FLED in File Number Sequence on the date and at the firms stamped harmen by may, and was duly RECORDED, in the Olicial Public Records of Real Property of Harris.

And A Tomat

DEC 16 2011



HARRIS COUNTY, TEXAS

ACKNOWLEDGMENT

RECORDER'S MEMORANDUM: At the time of recordation, this instrument was found to be inadequate for the best photographic reproduction because of illegibility, carbon or photo copy, discolored paper, etc. All blockouts, additions and changes were present at the time the instrument was filed and recorded.

THE STATE OF TEXAS

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COUNTY OF HARRIS

BEFORE ME, A NOTARY PUBLIC, on this day personally appeared DON MACH, President of NOTTINGHAM COUNTRY COMMUNITY IMPROVEMENT ASSOCIATION, INC., a Texas Non-Profit Corporation, known to me to be the person whose name is subscribed to the foregoing instrument and, being by me first duly sworn and declared that he executed same in the capacity and for the consideration therein expressed, and as the act and deed of such Corporation.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the

2011.



THE STATE OF TEXAS

After recording, return to: SCS Management Services, Inc. 7170 Cherry Park Drive Houston, Texas 77095