

**ROYAL OAKS RESIDENTIAL  
COMMUNITY OWNERS ASSOCIATION, INC.**

11200 Richmond, Suite 650  
Houston, Texas 77082  
Telephone (713) 600-3450 • Facsimile (713) 600-3451  
www.rorcoa.com

**CERTIFICATE OF CORPORATE RESOLUTION**

**I CERTIFY THAT:**

I am the duly qualified and acting Secretary of ROYAL OAKS RESIDENTIAL COMMUNITY OWNERS ASSOCIATION, INC. (the "Association"), a duly organized and existing Texas Non-Profit Corporation.

The following is a true copy of a resolution duly adopted by the Board of Directors of the Association at a meeting legally held on November 14, 2011, and entered in the minutes of such meeting in the minute book of the Association:

**RESOLVED**, on November 14, 2011, that the Association's Policy for Records Production, made in accordance with Chapter 209 of the Texas Property Code, are as follows:

- I. Copies of Association records will be available to all Owners upon their proper request and at their own expense. A proper request:**
- (a) is sent certified mail to the Association's address as reflected in its most recent management certificate;
  - (b) is from an Owner, or the Owner's agent, attorney, or certified public accountant; and
  - (c) contains sufficient detail to identify the records being requested.

**II. Owners may request to inspect the books and records or may request copies of specific records.**

- (1) If the owner makes a request to inspect the books and records, then the Association will respond within **10 business days** 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 shall arrange for a mutually agreeable time to conduct the inspection. The Association shall provide the owner with copies of specific documents upon the owner paying the Association the cost thereof.
- (2) If an owner makes a request for copies of specific records, and the Association can provide the records easily or with no cost, then the Association will provide the records to the owner within 10 business days of the owner's request.
- (3) If the owner makes a request for copies of specific records, the Association shall send a response letter advising on the date that the records will be made available (**within 15 business days**) and the cost the owner must pay before the records will be provided. Upon paying the cost to provide the records, the Association shall provide the records to the owner.

**III. The Association hereby adopts the following schedule of costs:**

<u>COPIES</u>	10 cents per page, for a regular 8.5" x 11" page 50 cents per page, for pages 11" x 17" or greater Actual cost, for specialty paper (color, photograph, map, etc.) \$1.00 for each CD or audio cassette \$3.00 for each DVD
<u>LABOR</u>	\$15.00 per hour for actual time to locate, compile and reproduce the records (can only charge if request is great than 50 pages in length)
<u>OVERHEAD</u>	20% of the total labor charge (can only charge if request is greater than 50 pages in length)
<u>MATERIALS</u>	Actual costs of labels, boxes, folders, and other supplies used in producing the records, along with postage for mailing the records

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**IV. The Association hereby adopts the following form of response to Owners who request to inspect the Association's Books and Records:**

RESPONSE TO REQUEST FOR ASSOCIATION RECORDS  
[Date]

Dear Homeowner:

On [date], the Association received your request to inspect the books and records of the Association. The books and records of the Association are available for you to inspect on regular business days, between the hours of 9 a.m. and 5 p.m., at the management office at 11200 Richmond, Suite 650, Houston, Texas 77082.

Please contact the management office at 713-600-3450 to arrange for a mutually agreeable time for you to come and inspect the books and records. 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,  
Association Representative

**V. The Association hereby adopts the following form of response to Owners who request copies of specific records:**

RESPONSE TO REQUEST FOR ASSOCIATION RECORDS  
[Date]

Dear Homeowner:

On [date], the Association received your request for copies of specific Association records. We are unable to provide you with the requested records within 10 business days of your request. However, the requested records will be available to you no later than 15 business dates after the date of this response.

In order to obtain the records you must first pay the Association the cost of providing the records to you. The estimated cost to obtain the records you requested is \$ \_\_\_\_\_. Upon receiving payment, the Association will mail the requested documents to you. You may also make payment and pickup the documents in person at the management office at 11200 Richmond Avenue, Suite 650, Houston, Texas 77082.

Sincerely,  
Association Representative

**VI. If the estimated cost provided to the Owner is more or less than the actual cost of producing the documents, the Association shall, within 30 days after providing the records, submit to the owner either an invoice for additional amounts owed or a refund of the overages paid by the Owner.**

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VII. Unless authorized in writing or by court order, the Association will not provide copies of any records that contain the personal information of an owner, including restriction violations, delinquent assessments, financial information, and contact information.

This resolution has never been modified or repealed, and is now in full force and effect.

Printed Name: Donna Uliva  
Office Held: Secretary

THE STATE OF TEXAS §  
  §  
COUNTY OF HARRIS §

I, the undersigned authority, a Notary Public in and for the State of Texas, do hereby certify that on this the 14<sup>th</sup> day of November, 2011, personally appeared before me Donna Uliva, a person known to me, who being by me first duly sworn, declared that she is the person who signed the foregoing document as Secretary of ROYAL OAKS RESIDENTIAL COMMUNITY OWNERS ASSOCIATION, INC., a Texas Non-Profit Corporation, and that the statements therein contained are true.

1EE  
1OR

IN WITNESS WHEREOF, I have hereunto set my hand and seal the day and year above written.

NOTARY PUBLIC IN AND FOR  
THE STATE OF TEXAS



Shahnez Naeem  
3-8-2012

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e-Filed & e-Recorded in the  
Official Public Records of  
HARRIS COUNTY  
STAN STANART  
COUNTY CLERK  
Fees 28.00

RECORDERS MEMORANDUM

This instrument was received and recorded electronically and any blackouts, additions or changes were present at the time the instrument was filed and recorded.

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.

THE STATE OF TEXAS  
COUNTY OF HARRIS

I hereby certify that this instrument was FILED in File Number Sequence on the date and at the time stamped hereon by me; and was duly RECORDED in the Official Public Records of Real Property of Harris County, Texas.



*Stan Stanart*  
COUNTY CLERK  
HARRIS COUNTY, TEXAS