



3/28/20

March 7, 2001

POLICY AND PROCEDURE:

The Apache Shores Board of Directors establishes the following procedure regarding the "examining and copying of records" by Members of the Apache Shores Property Owners Association, a non-profit corporation located in Travis County, Austin, Texas.

The Texas nonprofit Corporation Act-13.96-2.23 states "a member of a corporation, on written demand stating the purpose of the demand, has the right to examine and copy, in person or by agent, accountant, or attorney, at any reasonable time, for any proper purpose, the books and records of the corporation relevant to that purpose, at the expense of the member".

The procedure for examining and/or copying Association records is as follows:

- ◆ Member must complete request form and submit to the Apache Shores Property Owners Association office.
- ◆ Secretary of the Association certifies membership and approves relevant purpose.
- ◆ Secretary arranges, either verbally or in writing, a reasonable time for the examining of records by the Member.
- ◆ Any expenses associated with the copying of records for the Member are due in advance, once the Member has requested said copies. The current membership list will not be printed until full payment has been received (due to the volume of pages involved).

This Texas State law directs the expense of examining and copying the records to the member; therefore this policy shall become part of the Apache Shores Property Owners Association Policy and Procedure Manual, located in the Association office at 14919 General Williamson Drive, Austin, Texas.

This Policy and Procedure Manual is also recorded at the Travis County Courthouse.

The Board has a fiduciary responsibility to protect and preserve the records of the Association. Therefore, this policy is set into place in order to protect and preserve the integrity of the Association records.

If the records to be examined and/or copied require the assistance of the Apache Shores Property Owners Association personnel, the Member will be liable for the following established fee schedule:

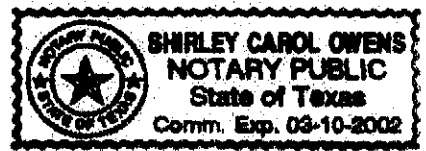
- 1<sup>st</sup> half hour (30 minutes) at no charge
- \$25.00 for the next hour (60 minutes) and;
- \$20.00 for each hour (60 minutes) thereafter

This policy becomes effective immediately.

Board of Directors indicating approval:

- Judy Wilcox Phelps Judy Wilcox Phelps
- Bob Cawthon [Signature]
- Jackie Wheelless Jackie Wheelless
- Terri Stewart Terri Stewart
- Judy Higgins Judy Higgins
- Les Henderson \_\_\_\_\_
- Mickey Decker Mickey Decker
- Peter Lohmann Peter Lohmann
- Doug Saille [Signature]
- Dave Heckler Dave Heckler
- Lance Hadley Lance Hadley

THIS DOCUMENT WAS SWORN + SCRIBED before ME on 3-6-2001.



*Shirley Carol Owens*