

**RESOLUTION ADOPTING
APPROVED ASSOCIATION RECORDS RETENTION POLICY**

The Records Retention Policy was approved by the board of Directors of Kenswick Meadows Community Association, Inc. the 30th day of October, 2011.

The Association shall maintain its records as follows:

RECORD	RETENTION PERIOD
Certificate of Formation, Articles of Incorporation, Bylaws, Declarations and all amendments to those documents	PERMANENT
Association Tax Returns and Tax Audits	SEVEN (7) YEARS
Financial Books and Records	SEVEN (7) YEARS
Account Records of Current Owners	FIVE (5) YEARS
Contracts with a Term of More than 1 Year	FOUR (4) YEARS AFTER CONTRACT EXPIRES
Minutes of Member Meetings and Board Meetings	SEVEN (7) YEARS

Records not listed above are not subject to retention. Upon expiration of the retention date, the applicable record will be considered not maintained as a part of the Association books and records.

Kenswick Meadows Community Association, Inc.

CERTIFICATION

"I, the undersigned, being the President of Kenswick Meadows Community Association, Inc., hereby certify that the foregoing Resolution was adopted by at least a majority of the Kenswick Meadows Community Association, Inc. Board of Directors."

By: SKR, President

Print Name: Sharon R. Gents Date: 10-30-11

**RESOLUTION ADOPTING
APPROVED ASSOCIATION RECORDS PRODUCTION POLICY**

The Records Production Policy was approved by the board of Directors of Kenswick Meadows Community Association, Inc. the 30th day of October, 2011.

- I. Association documents will be available to all Owners upon their proper request and 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.**
- 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 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 appropriate cost.
 - If an Owner makes a request for copies of specific records, and the Association can provide the documents easily or with no cost, then the Association will provide the records to the owner within 10 business days of the Owner's request.
 - If the Owner makes a request for copies of specific records, the Association shall send a response letter advising on the date the records will be made available (within 15 business days) and the cost the Owner must pay before the records are 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:**
- COPIES: 10 cents per 8.5 X 11 " page
\$1.00 per CD
\$3.00 per DVD
- LABOR: \$15.00 per hour for actual time to locate, compile and reproduce records
(can only charge if request is greater than 50 pages)
- OVERHEAD: 20% of total labor charge (can only charge if request is greater than 50 pages)
- MATERIALS: Actual cost of labels, boxes, folders, and other supplies, used in producing the Records, along with postage for mailing the records

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

Kenswick Meadows Community Association, Inc.
RESPONSE TO REQUEST FOR ASSOCIATION RECORDS

Date:

Dear Homeowner:

On August 10, 2012, 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 9:00am and 4:00pm at the office of ACMI 12603 Louetta Rd., Ste 101 Cypress, TX 77429.

Please contact ACMI at 281-251-2292 or at info@ACMIgmt.com to make arrange for a mutually agreeable time for you to come and review the 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 copies will be provided to you. A schedule of costs is included with this response.

Sincerely,
Kenswick Meadows Community Association, Inc.

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

Kenswick Meadows Community Association, Inc.
RESPONSE TO REQUEST FOR ASSOCIATION RECORDS

Date:

Dear Homeowner:

On August 10, 2012, the Association received your request for copies of specific Association records. The requested records will be available to you no later than 15 business days 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 of providing the records you requested is \$——. Upon receiving payment, the Association will mail the requested documents to you. You may also make payment and pick up the documents in person at the office of ACMI 12603 Louetta Rd., Ste 101 Cypress, TX 77429.

Sincerely,
Kenswick Meadows Community Association, Inc.

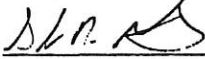
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- VI. If the estimated cost provided to the Owner is more or less than the actual cost of producing the document, the Association shall, within 30 days after providing the records, submit to the Owner either an invoice for additional amounts owed or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

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

Kenswick Meadows Community Association, Inc.

CERTIFICATION

"I, the undersigned, being the President of Kenswick Meadows Community Association, Inc., hereby certify that the foregoing Resolution was adopted by at least a majority of the Kenswick Meadows Community Association, Inc. Board of Directors."

By: , President

Print Name: Sharon R. Gents Date: 10-20-11