

**MILLRIDGE NORTH, SECTION 1, COMMUNITY  
IMPROVEMENT ASSOCIATION  
RECORDS PRODUCTION POLICY  
AND  
FEE SCHEDULE**

3  
Notice  
B

**1. REQUESTS**

All requests from Owners must be in writing and sent by certified mail, return receipt requested. The request must identify the records to be inspected or produced and whether copies of same are required and the preferred format.

**2. RESPONSE**

The POA will respond within 10 business days from receipt of the request. This response will state:

- (a) when and where the records may be inspected;
- (b) provide the copies requested; or
- (c) inform the owner that 10 days is insufficient and provide another date within 15 days, when the records will be available.

**3. CONFIDENTIALITY**

Certain records will remain confidential, including attorney's files and communications, invoices for attorney's fees, unless they were assessed to the requesting owner, violation histories of owners, owners' personal financial information, owners' personal contact information and personnel files.

**4. FEES**

If the request is voluminous, payment from the owner for the copies will be required in advance. Fees shall be assessed pursuant to the following schedule:

Copies: 15¢ per page;  
 CD: \$ 20<sup>00</sup>, plus reproduction fees;  
 Labor: \$ 100<sup>00</sup> per hour, billed in ½ hour increments; and  
 Postage and mailing materials at actual cost

**FILED FOR RECORD  
8:00 AM**

**OCT 31 2011**

*Stan Stewart*  
County Clerk, Harris County, Texas

2011 OCT 31 10 52 AM

If the fees are not assessed in advance the requesting owner will be billed. If the charges are not paid within thirty (30) days, the unpaid amount shall be added to the requesting owner's account.

This Records Production Policy was adopted by the Board of Directors on 9/15, 2011, and shall be effective on January 1, 2012.

Carol Campbell  
Carol Campbell, President  
MILLRIDGE NORTH, SECTION 2  
COMMUNITY IMPROVEMENT ASSOCIATION

low  
ice

FAHQA\535-0657.1

✓✓

After Recording Return To:  
Bradley R. Walton  
17171 Park Row, Suite 250  
Houston, Texas 77084

073-62-1211

STATE OF TEXAS §

COUNTY OF HARRIS §

Before me, the undersigned authority, on this day personally appeared Carol Campbell of Millridge North, Section 1 Community Improvement Association, a Texas corporation, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that he/she had executed the same as the act of said corporation for the purpose and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office this 28 day of October, 2011.



Theresa Leopold  
NOTARY PUBLIC in and for the  
STATE OF TEXAS

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.

OCT 31 2011



Sta Stewart  
COUNTY CLERK  
HARRIS COUNTY, TEXAS

2011-10-28 12:12