

NOTICE OF POLICY FOR ASSOCIATION RECORDS

La Concha Estates Owners' Association, Inc. ("the Association") pursuant to Section 209.005 of the Texas Property Code, has adopted the following Policies for Production, Copying and Retention of Association Records by which an owner of a lot in any of the property in La Concha Estates, a subdivision of the City of Corpus Christi, Nueces County, Texas, according to the map or plat recorded in Volume 61, Page 197, Map Records of Nueces County, Texas, or La Concha Estates Unit 2, according to the map or plat recorded in Volume 64, Pages 53 and 54, Map Records of Nueces County, Texas, shall have access to Association records subject to such procedures:

A. Records Retention Policy for Association Retention:

1. Financial Records - seven (7) years.
2. Account Records of current owners - five (5) years.
3. Contracts for terms of at least one year or more - four (4) years after expiration of contract.
4. Minutes of Owner meetings and Board meetings - seven (7) years.
5. Tax returns and audits - seven (7) years.
6. Governing documents (perpetual).

B. Open Records Policy (Copy and Production):

1. Owners (or their agents designated in writing) may have access to the Association's ("POA") records, but they must submit written requests to the POA or its representative by certified mail to the mailing address of the POA or authorized representative as listed in the current Management Certificate.
2. The request must identify the records requested and indicate whether the requesting owner wants to inspect the records or have the POA forward copies.
3. The POA then has 10 business days from receipt of the request to, as appropriate to:
 - a. provide written notice of dates on which records maybe inspected, or
 - b. provide the requested copies, or
 - c. provide the owner written notice that it is unable to produce the records within the 10-day period and provide a date, within an additional 15 business days, by which the records will be sent or made available to the owner for inspection.
4. Attorney's files and Attorney - client communications are excluded.

5. Inspection must take place at mutually agreed time during normal business hours.
6. Records can be produced in hard copy, electronic or other format reasonably available.
7. The POA has adopted a fee schedule for copy charges. These costs shall be the same as those listed under the Texas Administrative Code's charges for providing copies of public information (1 TAC Section 70.3).
8. The owner is required to pay in advance an estimated amount of copying charges. If the estimated costs are lesser or greater than the actual costs, the POA shall submit a final invoice to the owner before the 30th business day after the information is delivered.
9. If the final invoice includes additional amounts due and is not reimbursed to POA before the 30th business day after the date invoice was sent to the owner, such amount may be added to the owner's account as an Assessment.
10. If estimated costs paid exceed the final invoice amount, the owner is entitled to a refund that shall be issued not later than the 30th business day after the date the invoice is sent to the owner.
11. The POA may keep certain records confidential and decline to make them available (e.g., violation histories of owners, owners' personal financial information other than address, and POA personnel files) unless the applicable owners gives written approval or a Court orders the POA to release the information.

Dated 8/1, 2012.

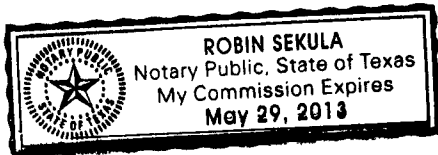
La Concha Estates Owners' Association, Inc.



Dale DeMoss, President

STATE OF TEXAS §
COUNTY OF NUECES §

This instrument was acknowledged before me on this the 1 day of August, 2012 by Dale DeMoss, the President of the **La Concha Estates Owners' Association, Inc.**, a Texas non profit Corporation, on behalf of said non profit Corporation.



Robin Sekula
Notary Public, in and for the State of Texas

After recording return to:

✓ Arthur W. Zeitler
Arthur W. Zeitler, P.C.
800 N Shoreline Blvd
Suite 1050, South Tower
Corpus Christi TX 78401-3706

Doc# 2012030214
Pages 3
08/06/2012 11:37AM
Official Records of
NUECES COUNTY
DIANA T. BARRERA
COUNTY CLERK
Fees \$23.00

Any provision herein which restricts the Sale, Rental or use of the described REAL PROPERTY because of Race, Color, Religion, Sex, Handicap, Familial Status, or National Origin is invalid and unenforceable under FEDERAL LAW, 3/12/89.

STATE OF TEXAS
COUNTY OF NUECES
I hereby certify that this instrument was FILED in file number sequence on the date and at the time stamped herein by me, and was duly RECORDED in the Official Public Records of Nueces County, Texas
Diana T. Barrera



Diana T. Barrera