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NOTICE  
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BALDWIN SQUARE HOMEOWNERS ASSOCIATION, INC.  
BOOKS AND RECORDS PRODUCTION POLICY

STATE OF TEXAS                    §  
  §  
COUNTY OF HARRIS               §

WHEREAS, Baldwin Square Homeowners Association, Inc. (the "Association"), is the governing entity for Baldwin Square, an addition in Harris County, Texas, as more particularly described in Exhibit "A", attached hereto (the "Subdivision"); and

WHEREAS, Chapter 209 of the Texas Property Code was amended, effective January 1, 2012, to add Section 209.005, which requires the Association to adopt and record a policy regarding guidelines for production of Association Books and Records to owners; and

WHEREAS, the Association, through its Board of Directors, shall have and may exercise discretionary authority concerning the restrictive covenants contained herein;

NOW THEREFORE, in order to comply with Section 209.005, the Association hereby adopts the following Books and Records Production Policy:

**I. Copies of Association Books and 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; and
- b. is from an Owner, or the Owner's agent, attorney, or certified public accountant; and
- c. contains sufficient detail to identify the Books and Records being requested.

**II. Owners may request to inspect the Books and Records OR may request copies of specific Books and 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 Books and Records will be made available and the location of the Books and 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 requested during the inspection upon the owner paying the Association the cost thereof.

-If the owner makes a request for *copies of specific Books and Records*, the Association shall, **within 10 business days** of the owner's request, send a response letter advising on the date that the requested copies will be made available (**must be available within 15 business days of the response letter**) and the cost the owner must pay before the requested copies will be provided. Upon paying the cost of producing the requested copies, the Association shall provide the requested copies 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 and \$3.00 for each DVD
<u>LABOR</u>	\$15.00 per hour, actual time to locate, compile and reproduce the Books and Records (can only charge if request is greater 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 Books and Records, along with postage for mailing the Books and Records

**IV. 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.**

**V. 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.**

BALDWIN SQUARE HOMEOWNERS ASSOCIATION, INC.

CERTIFICATION

"I, the undersigned, being the President of Baldwin Square Homeowners Association, Inc., hereby certify that the foregoing Resolution was adopted by at least a majority of the Association Board of Directors on the 14 day of December, 2011."

By: Dianne Reece, President

Print name: Dianne Reece

ACKNOWLEDGEMENT

STATE OF TEXAS                   §  
  §  
COUNTY OF HARRIS           §

BEFORE ME, the undersigned authority, on this day, personally appeared the person whose name is subscribed to the foregoing instrument and acknowledged to me that they executed the same as the act of the Association for the purpose and consideration therein expressed and in the capacity therein stated.

Given under my hand and seal of office this 14 day of Dec, 2011.

Ashley Gardiner  
Notary Public, State of Texas



**EXHIBIT "A"**

Baldwin Square-April 3, 1998, under Clerk's File no. S943664 of the Map Records of Harris County, Texas.

Declaration of Covenants and Restrictions for Baldwin Square, on or about April 18, 1998 under Clerk's File No. S968235 and Film Code No. 518-05-0766, in the Deed Records of Harris County, Texas, together with any other filings of records (if any). 100

Amended and Restated Declaration of Covenants and Restrictions for Baldwin Square, on or about, August 4, 1998 under Clerk's File No. T183900 and Film Code No. 520-24-2404, in the Deed Records of Harris County, Texas together with any other filings of records (if any).

First Supplemental Declaration of Covenants and Restrictions for Baldwin Square (Annexing Baldwin Squire II), on or about August 18, 1998, under Clerk's File No T212583 and Film Code No. 520-53-0854, in the Deed Records of Harris County, Texas together with any other filings of records (if any).

Second Supplemental Declarations of Covenants and Restrictions for Baldwin Square (Annexing Crawford Court), on or about October 30, 1998, under Clerk's File No. T353601 and Film Code No. 521-95-2666 in the Deed Records of Harris County, Texas together with any other filings of records (if any).

Third Supplemental Declaration of Covenants and Restrictions for Baldwin Square (Annexing Baldwin Court), on or about November 30, 1998, under Clerk's File No. T406397 and Film Code No. 522-48-2658, in the Deed Records of Harris County, Texas together with any other filings of records (if any).

Amended and Restated First Supplemental Declaration of Covenants and Restrictions for Baldwin Square (Annexing Baldwin Square Section Two), on or about December 4, 1998, under Clerk's File No. T419364 and Film Code No. 522-63-0292, in the Deed Records of Harris County, Texas together with any other filings of records (if any).

Fourth Supplemental Declaration of Covenants and Restrictions for Baldwin Square (Annexing 2915, 2917 and 1919 Caroline, and 1307, 1311 and 1315 Anita), on or about March 22, 1999 under Clerk's File No. T611195 and Film Code No. 524-52-3587, in the Deed Records of Harris County, Texas together with any other filings of records (if any).

Amended and Restated Fourth Supplemental Declaration of Covenants and Restrictions for Baldwin Square (Annexing 2919, 1921 and 2923 Caroline, and 1307, 1311 and 1315 Anita), on or about June 3, 1999 under Clerk's File No.

T762339 and Film Code No. 525-00-2145, in the Deed Records of Harris County, Texas together with any other filings of records (if any).

Fifth Supplemental Declaration of Covenants and Restrictions for Baldwin Square (Annexing Baldwin Square Section Three and Baldwin Square Section Four), on or about June 29, 1999 under Clerk's File No. T813168 and Film Code No. 526-51-1150, in the Deed Records of Harris County, Texas together with any other filings of records (if any).

Amended and Restated Second Supplemental Declaration of Covenants and Restrictions for Baldwin Square (Annexing Crawford Court), on or about July 27, 1999 under Clerk's File No. T868640 and Film Code No. 527-06-3888, in the Deed Records of Harris County, Texas together with any other filings of records (if any).

Sixth Supplemental Declaration of Covenants and Restrictions for Baldwin Square (Annexing Baldwin Square Section Five), on or about October 21, 1999 under Clerk's File No. U035681 and Film Code No. 528-73-0544, in the Deed Records of Harris County, Texas together with any other filings of records (if any).

First Amendment to Declaration of Covenants and Restrictions for Baldwin Square, on or about November 16, 1999 under Clerk's File No. U081233 and Film Code No. 529-16-0515, in the Deed Records of Harris County, Texas together with any other filings of records (if any).

Baldwin Square Homeowners Association, Inc. Architectural Control Guidelines for Modifications Committee, on or about December 29, 1999 under Clerk's File No. U149591 and Film Code No. 529-89-0621, in the Deed Records of Harris County, Texas together with any other filings of records (if any).

First Amendment to Architectural Guidelines for the Modifications Committee for Baldwin Square Homeowners Association, Inc., on or about December 29, 1999 under Clerk's File No. U149592 and Film Code No. 529-89-0638, in the Deed Records of Harris County, Texas together with any other filings of records (if any).

Seventh Supplemental Declaration of Covenants and Restrictions for Baldwin Square (Annexing Dennis Street Townhomes, Section Two), on or about April 25, 2000 under Clerk's File No. U350258 and Film Code 531-91-2079, in the Deed Records of Harris County, Texas together with any other filings of records (if any).

Eighth Supplemental Declaration of Covenants and Restrictions for Baldwin Square (Annexing Tuam Street Townhomes, Section Two), on or about May 10, 2000 under Clerk's File No. U381988 and Film Code 532-23-0581, in the Deed

Records of Harris County, Texas together with any other filings of records (if any).

Ninth Supplemental Declaration of Covenants and Restrictions for Baldwin Square (Annexing Anita Street Townhomes, Section Two), on or about October 18, 2001 under Clerk's File No. V369465 and Film Code 545-05-1990, in the Deed Records of Harris County, Texas together with any other filings of records (if any).

✓  
✓  
After Recording Return to:  
Principal Management Group  
11000 Corporate Centre Drive, Suite 150  
Houston, Texas 77041

621-59-666-22

FILED  
2012 JAN 10 AM 11:16  
Stan Stewart  
COUNTY CLERK  
HARRIS COUNTY, 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

JAN 10 2012



Stan Stewart  
COUNTY CLERK  
HARRIS COUNTY, TEXAS