

AFFIDAVIT FOR THE FILING OF DEDICATORY INSTRUMENTS

5  
APPA  
J,  
THE STATE OF TEXAS

COUNTY OF HARRIS


WHEREAS, SECTION 202.006 of Title 11 of the Texas Property Code require that a property owner's association file its dedicatory instruments in the real property records of the county in which the property is located, and

WHEREAS, The New Property Owner's Association of Newport, Inc. dba Newport Property Owner's Association (the "Association") is a property owner's association as the term is defined in Title 11 of the Texas Property Code.

NOW, THEREFORE, true copy of the following dedicatory instrument of The New Property Owner's Association of Newport, Inc. adopted November 16, 2011 is attached hereto, including:

DOCUMENT PRODUCTION POLICY

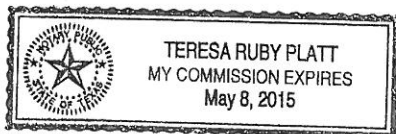
FURTHER, other dedicatory instruments of The New Property Owner's Association of Newport, Inc. have already been filed in the public records of Harris County.

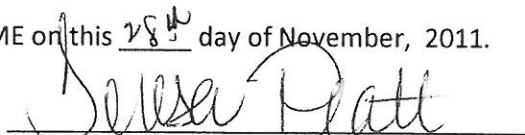
  
Carol Jones, Community Manager

STATE OF TEXAS  
COUNTY OF HARRIS

BEFORE ME, the undersigned authority, on this day personally appeared Carol Jones, whose position is Community Manager for The New Property Owner's Association of Newport, Inc., known to me personally to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that she executed same for the purposes and in the capacity therein expressed. *for now*

SUBSCRIBED AND SWORN TO BEFORE ME on this 28<sup>th</sup> day of November, 2011.



  
Notary Public for the State of Texas

// Return to:  
Newport Property Owner's Association  
P.O. Box 1362  
Crosby, Texas 77532

FILED  
2011 NOV 29 AM 11:10  
HARRIS COUNTY CLERK  
HARRIS COUNTY TEXAS  
*Steph St...*

# The Newport Property Owner's Association of Newport, Inc. Document Production Policy

---

This policy specifies how documents of The New Property Owner's Association of Newport, Inc., dba Newport Property Owner's Association are produced. This policy also ensures that documents are promptly provided to authorities in the course of legal investigations or lawsuits.

## **Document Production Schedule**

Upon receipt of a certified letter/return receipt requested in compliance with Chapter 209.005 of the Texas Property Code requesting inspection or copies of specific books and records, the Association will:

### **Request for Inspection of Records**

Within ten (10) business days of receipt of the owner's request, send the owner a response letter advising that the owner may come inspect the requested books and records and stating a the dates, times and location during which the owner may come inspect the requested books and records. The Association and owner will agree on a mutual time for the inspection. During the inspection the owner may request copies of documents or records but must pay the cost of producing the records before the Association will provide them. The Association may request payment in the form of a cashier's check or money order.

The Association will deliver the records in either hard copy, electronic format, by mail or in person.

### **Request for Copies of Records**

Upon receipt of the owner's request, if the requested records can easily be provided to the owner with no cost, the Association will provide the requested records within ten (10) business day of receipt of owner's request.

If the request cannot be provided within ten (10) business days of receipt of owner's request and/or if there is a charge for the copies, the Association will within ten (10) business days of receipt of the owner's request, send the owner a response letter advising the owner that the copies will be available within fifteen (15) business days of the response and giving the owner the estimate charge for the copies. The Association is under no obligation to release the documents on the 15<sup>th</sup> business day if the Association has not received payment for the copies of documents or records. The cost of producing the records must be paid before the Association will provide them.

### **Charges for copies**

There is no copy charge for less than 50 total pages (two sided copies shall be counted as two separate pages).

Copies in excess of 50 pages shall be \$0.10 per page for normal size pages; \$0.50 per page for pages 11" x 17" or greater; and actual cost for specialty paper (color, photographs, maps, etc.).

There will be a \$1.00 charge for each CD and \$3.00 each DVD.

There is no labor charge for less than 50 pages for Association documents from 2010 to present. There will be a \$18 per hour charge (\$15.00 for labor, plus 20% overhead) for documents prior to 2010 as they are located in a storage facility separate from the Association's offices.

There will be a \$18 per hour charge for documents in excess of 50 pages (\$15.00 for labor, plus 20% overhead).

The Association shall follow the provisions of Chapter 209.005(i) with respect to additional copy charges or refunds.

### **Redacted Information**

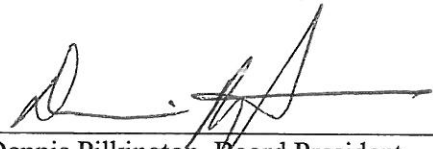
All information pertaining to an individual's violation or financial history shall be redacted from all records prior to inspection or receipt of copies.

Personnel files of Association employees are not subject to inspection.

### **Provision of Documentation for Investigations or Litigation**

Documents requested and subpoenaed by legally authorized personnel will be provided within 10 business days. No documents will be concealed, altered or destroyed with the intent to obstruct the investigation or litigation.

This policy was adopted by the Board of Directors at its regularly scheduled meeting on October 26, 2011.

  
Dennis Pilkington, Board President

  
Earl Boykin, Board Secretary

**NEWPORT PROPERTY OWNER'S ASSOCIATION**  
**P.O. Box 1362**  
**Crosby, Texas 77532**

On [date] 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 8:30 a.m. and 5:00 p.m. at the Association's office, 2102 Country Club Drive, Crosby, Texas 77532.

Please contact the Association manager at (281) 462-4199 ext. 11 to arrange for a mutually agreeable time for you to come and inspect the books and 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 the copies will be provided to you. A schedule of costs is included in this response. You may not bring your own copying equipment with you.

Very truly yours,

Carol Jones  
Community Manager

**NEWPORT PROPERTY OWNER'S ASSOCIATION**  
**P.O. Box 1362**  
**Crosby, Texas 77532**

On [date] the Association received your request for copies of specific records of the Association. We are unable to provide you with the requested copies within ten (10) business days of receipt of your request. However, the requested records will be available to you no later than fifteen (15) business days after the date of this response.

In order to obtain the records you must first pay the Association of the costs of providing the records to you. The estimated copy to obtain the records you requested is \$\_\_\_\_. Upon receiving payment, the Association will mail the requested documents to you in accordance with the time line provided herein. You may also make payment and pick up the documents in person at the Association office, 2102 Country Club Drive, Crosby, Texas 77532 on the 15<sup>th</sup> business day after the date of this response.

Very truly yours,

Carol Jones  
Community Manager

2102 Country Club Drive  
Tele (281) 462-4199 Fax (281) 462-4132