Records Inspection Policy for the
Woodstream Community Association, Inc.

STATE OF TEXAS §
§
COUNTY OF HARRIS §

This Records Inspection Policy for the Woodstream Community Association, Inc. (the "Policy") is adopted by the Woodstream Community Association, Inc. (the "Association"), a Texas Non-Profit Corporation.

WHEREAS, the Association adopted a Policy through resolution of the Woodstream Community Association, Inc. Board of Directors (the "Board") on 9/1/2025.

NOW THEREFORE, the Association hereby adopts a Records Inspection Policy as follows:

1.) Persons who may request to inspect records or purchase copies of records of the Association, other than members of the Board, are limited to:
   a. A member of the Association as evidenced by a deed, deed of trust, or provision within the declaration or;
   b. The agent, attorney, or certified public accountant designated in writing signed by the owner as the owner's agent (an "Agent") of a member of the Association, upon receipt by the Association of an instrument signed by both the owner and Agent designating said Agent as such.
2.) To inspect or obtain copies of Association records a valid request must be sent to the Association. To be valid, a request to inspect or purchase copies of records must:
   a. Be submitted in writing by certified mail, return receipt requested, to the mailing address of the Association or to the authorized representative of the Association as reflected on the most current management certificate filed under Sec. 209.004 of Texas Property Code;
   b. Describe in detail each record requested including the fiscal year to which said record relates;
   c. Contain an election to inspect records before obtaining copies or purchase copies of the same.
3.) The estimated cost of production of records shall be due from the requestor to the Association in advance of their production.
   a. The cost for production of records shall include reasonable costs for labor, transportation of records, copies, or other mediums used for their production. Said costs shall not exceed the cost for an item under 1 T.A.C. Section 70.3.
   b. The difference between the estimated cost of production and the actual final cost shall be settled within 30 days from the date the records were delivered.
   c. If the estimated cost was lesser or greater than the actual costs, the Association shall submit a final invoice to the owner on or before the 30th business day after the date the information is delivered. If the final invoice includes additional amounts due from the owner, the additional amounts, if not reimbursed to the Association before the 30th business day after the date the invoice is sent to the owner, may be added to the owner's account as an assessment. If the estimated costs exceeded the final invoice amount, the owner is entitled to a refund, and the refund shall be issued to the owner not later than the 30th business day after the date the invoice is sent to the owner.
4.) The Association may, at its option, produce the records in hard copy or electronic format for an owner requesting to obtain copies.

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