

BIRCH CREEK FOREST PROPERTIES, INC. RECORDS PRODUCTION POLICY

Purpose:

This policy establishes the procedures for Members to access or obtain copies of the Association's books and records as required by **Texas Property Code Section 209.005**.

1. Owner Right to Access Records

Owners are entitled to inspect or obtain copies of the Association's books and records, except for records that are confidential or exempt under **Texas Property Code Section 209.005**.

2. How an Owner Must Submit a Records Request

Under **Texas Property Code Section 209.005(e)** an Owner or an Owner's authorized Representative must:

- Submit a written request by certified mail, and
- Describe the records with sufficient detail to allow the Association to identify them.

3. Association Response Deadlines

The Association will respond to a written records request within **10 business days** by either:

- Providing the requested records, **or**
- Providing written notice stating the date the records will be available.

If the records are not easily produced, the availability date may not exceed **15 business days**, unless the records are archived or stored off-site, in which case the deadline may be extended to **30 business days**.

4. Inspection of Records

If an Owner requests to inspect records:

- The Association will offer dates and times within 10 business days.
- Inspection will occur at a mutually agreeable time.
- The Association may supervise the inspection.
- The Owner may request copies during or after the inspection.

5. Copies of Records

If an Owner requests copies:

- The Association will require pre-payment of estimated costs before producing records.
- Records will be provided within **10 business days** if easily produced.
- If additional time is needed, the Association will provide a written notice with a date not to exceed **15 business days**.
- If records are stored off-site or require retrieval, the Association will notify the Owner within **10 business days** and may take up to **30 business days** to provide the records.

6. Cost Schedule

Copies, Labor, Overhead and Materials

- **\$0.25 per page** (standard 8.5" × 11")
- **\$0.50 per page** (oversized 11" × 17" or larger)
- **Actual cost** for specialty formats (maps, plats, photos, color)
- Labor may be charged **only when the total pages exceed 50**, and only for time reasonably required to locate, compile, redact, or reproduce records
- Labor rate: **\$25.00 per hour**
- Overhead: **20% of labor cost**
- The Association may charge the actual cost of materials used to compile or deliver records, including folders, envelopes, labels, postage, and similar supplies

7. Delivery of Records

Records will be delivered in the manner mutually agreed upon by the Association and the Owner after any required costs are paid.

8. Over or Under Payment Adjustments

If the actual cost differs from the estimate:

- The Association will invoice the Owner for additional amounts owed, **or**
- Refund any overpayment

This will occur within **30 days** after providing the records.

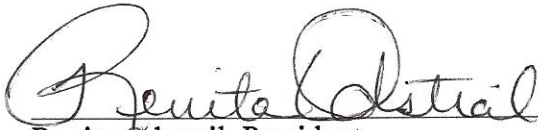
9. Records Retention

The Association will retain records for the periods required by **Texas Property Code Section 209.005** and applicable law.

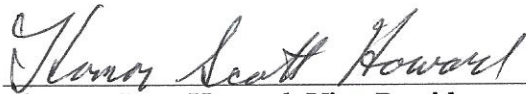
*Birch Creek Forest Properties, Inc. – Records Production Policy, June 06, 2026
(Only the Board Certification approving the Policy appears on Page 3)*

CERTIFICATION

We, the undersigned officers of Birch Creek Forest Properties, Inc., hereby certify that this Records Production Policy was approved and adopted by the Board of Directors on June 6, 2026, and has been entered into the official books and records of the Association and shall be recorded in the Official Public Records of Real Property in Bureson County, Texas. This policy replaces and supersedes the prior version of this policy that was included within Document Number 2012-509, which the Board of Directors rescinded in its entirety.



Renita Odstrcil, President



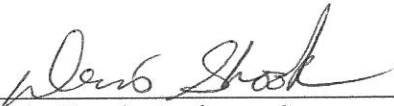
Thomas Scott Howard, Vice-President



John Dunkleman, Secretary



Ann Marie Gallagher, Treasurer



Dennis Shook, Assistant Secretary/Treasurer