

**BIRCH CREEK FOREST PROPERTIES, INC.****RECORDS PRODUCTION POLICY**

This Records Production Policy was approved by the Board of Directors of BCFPI on the 7<sup>th</sup> day of JANUARY, 2012.

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

**II. Owners may request to inspect the books and records or may request copies of specific records.**

\* If the owner makes a request to inspect the books and records, then BCFPI will respond within **10 business days** of the request, providing the dates and times the records will be made available and the location of the records. BCFPI and the owner shall arrange for a mutually agreeable time to conduct the inspection. BCFPI shall provide the owner with copies of specific documents upon the owner paying BCFPI the cost thereof.

\* If an owner makes a request for copies of specific records, and BCFPI can provide the records easily or with no cost, then BCFPI will provide the records to the owner within 10 business days of the owner's request.

\* If the owner makes a request for copies of specific records, BCFPI shall send a response letter advising on the date that the records will be made available (within **15 business days**) and the cost the owner must pay before the records will be provided. Upon paying the cost to provide the records, BCFPI shall provide the records to the owner.

**III. BCFPI hereby adopts the following schedule of costs:**

COPIES                  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

\$3.00 for each DVD

LABOR

\$15.00 per hour for actual time to locate, compile and reproduce the records

(can only charge if request is greater than 50 pages in length)

OVERHEAD

20% of the total labor charge

(can only charge if request is greater than 50 pages in length)

MATERIALS

actual costs of labels, boxes, folders, and other supplies used in producing the records, along with postage for mailing the records

**IV. BCFPI hereby adopts the following form of response to Owners who request to inspect BCFPI's books and records:**

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**BCFPI**  
**RESPONSE TO REQUEST FOR BCFPI'S RECORDS**

date \_\_\_\_\_

Dear Homeowner:

On \_\_\_\_\_, BCFPI received your request to inspect the books and records of BCFPI. The books and records of BCFPI are available to you to inspect on regular business days, between the hours of 9 a.m. and 5 p.m., at the office building at 202 Birch Forest Drive in the subdivision.

Please contact Board member or the bookkeeper at 535-8978 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 with this response.

Very Truly Yours,

BCFPI

V. BCFPI hereby adopts the following form of response to Owners who request copies of specific records:

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BCFPI  
RESPONSE TO REQUEST FOR BCFPI'S RECORDS

date

Dear Homeowner:

On \_\_\_\_\_, BCFPI received your request for copies of specific BCFPI records. We are unable to provide you with the requested records within 10 business days of your request. However, the requested records will be available to you no later than 15 business days after the date of this response.

In order to obtain the records you must first pay BCFPI the cost of providing the records to you. The estimated cost to obtain the records you requested is \$ \_\_\_\_\_. Upon receiving payment, BCFPI will mail the requested documents to you. You may also make payment and pick up the documents in person at the office building at 202 Birch Forest Drive in the subdivision.

Very Truly Yours,

BCFPI

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- VI. If the estimated cost provided to the owner is more or less than the actual cost of providing the documents, BCFPI, 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.
- VII. Unless authorized in writing or by court order, BCFPI 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.

**BIRCH CREEK FOREST PROPERTIES, INC.**  
CERTIFICATION

"I, the undersigned, being the President of the Board of Directors of Birch Creek Forest Properties, Inc., hereby certify that the foregoing Resolution was adopted by at least a majority of the Corporation's Board of Directors."

By: Brenda Green, President  
Print name: Brenda Green