

Eagle's Bluff Community Association, Inc.**Open Records and Records Retention Policy**

The undersigned, being the President of Eagle's Bluff Community Association, Inc. (the "Association"), certified that the following Policy Resolution was unanimously approved by the Board of Directors of the Association at a meeting duly called and held on 9-5-13.

WHEREAS, Article 4, Section 4.1 of the Bylaws of the Association, Inc. ("Bylaws") assigns the Board of Directors ("Board") all powers and duties necessary for the administration of the affairs of the "Association" and states that the Board may do all such acts and things, except those matters that the Board is prohibited from doing by law or the governing documents;

WHEREAS, Whereas the Board seeks to exercise its powers and duties in good faith and in the best interest of the Association and its members; and further the Board may do all acts and things except those that, by law or the documents, are reserved to the members;

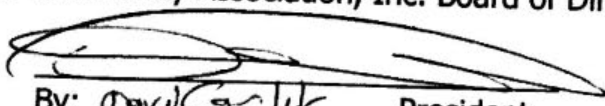
WHEREAS, the Board of Directors wishes to establish standards for Open Records and Records Retention to serve as guiding principles for members of the Association; and,

WHEREAS, the Board has determined that it is in the best interests of the Association and the Association's members to adopt the Open Records and Records Retention Policy attached hereto as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby adopts, the attached Open Records and Records Retention Policy (Exhibit A) as a guide to the relationship between the Association and its members.

Executed on this 5th day of Sept., 2013, to certify the adoption of this Policy Resolution on the date of the meeting of the Board of Directors of the Association set forth above.

Eagle's Bluff Community Association, Inc. Board of Directors

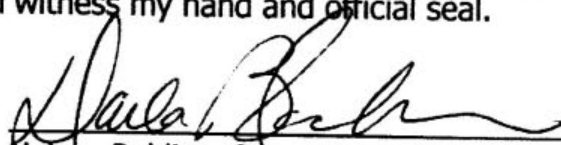

By: David G. Tids, President

THE STATE OF TEXAS

COUNTY OF SMITH

BEFORE ME, the undersigned notary public, on this day personally appeared David Carile, President of Eagle's Bluff Community Association, Inc., known to be to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purpose and in the capacity therein expressed.

Sept SUBSCRIBED AND SWORN TO BEFORE ME on this the 5th day of Sept, 2013, to certify which witness my hand and official seal.


Notary Public - State of Texas



After Filings return to:

 Rose City Property
Management, Inc.
100 Independence Place Ste. 301
Tyler, TX 75703

Exhibit A

OPEN RECORDS AND RECORDS RETENTION POLICY

1. Open Records:

- (a) An owner who seeks access to the Association's records must submit a written request to the Association by certified mail to the mailing address of the Association's managing agent or authorized representative.
- (b) The request must specify the records requested and indicate whether the requesting owner would like to inspect the records or have the Association's authorized representative forward copies.
- (c) Within ten (10) days from receipt of the request the Association's authorized representative will:
 - (1) Provide written notice of dates in which records will be available for inspection;
 - (2) Provide the requested copies or;
 - (3) Provide the owner written notice that it is unable to produce records within the ten (10) day period and provide a date, within an additional fifteen (15) days, by which the records will be sent or made available to the owner.
- (d) Inspection of records will only be conducted during normal business hours which are designated as Monday through Friday, 9:00 a.m. to 5:00 p.m.
- (e) The time and day of inspection will be mutually agreed upon by both parties.
- (f) The following is a list of charges for production and of copying of the Association's records:
 - (1) Copying fee: 10 cents per copy
 - (2) Production/administrative fee: \$15.00 per hour
- (g) The Association's records can be produced in hard copy, electronic or any other format reasonably available.
- (h) The Association requires an owner to pay for any cost incurred for the records inspection at least five (5) days prior to the records being produced to the owner.
- (i) If actual costs are less or greater than estimated costs, the Association reserves the right to submit a final invoice to the owner before the 30th business day after the information is delivered to the owner.
- (j) If the final invoice is not paid to the Association before the 30th business day after the date the invoice was sent to the owner, the Association will add this amount to the owner's account as assessments.
- (k) If the costs were less than the estimated amount paid by the owner the Association will refund the owner no later than the 30th business day after the invoice was sent to the owner.
- (l) The following records will not be available pursuant to an Open Records request, unless there is a court order to release this information, or the owner who is the subject of such records agrees in writing that they may be released to the requesting owner:
 - (1) Violation histories of owners;
 - (2) Owners personal financial information;
 - (3) Owners contact information other than address,
 - (4) Any Association personnel files.

On: Oct 09, 2013 at 01:07P

As a
Recording

Document Number: 00629645

By,
Marion Loftin,
Deputy

STATE OF TEXAS COUNTY OF CHEROKEE

I hereby certify that this instrument
was filed on the date and time stamped
hereon by me and was duly recorded in
the volume and page of the named
records of:

Cherokee County
as stamped hereon by me.

Oct 09, 2013

HONORABLE Laverne Lusk, COUNTY CLERK
Cherokee County