

ROSEWOOD HILL HOMEOWNERS ASSOCIATION, INC.  
BOOKS AND RECORDS PRODUCTION POLICY

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Notes  
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WHEREAS, the Rosewood Hill Homeowners Association, Inc. (the "Association"), a Texas non-profit corporation, which is governed by its Board of Directors (the "Board"), is the governing entity of the Rosewood Hill, Sections One through Six Subdivisions, and authorized to enact this Policy; and

WHEREAS, these Regulations apply to the operation and utilization of property within the Rosewood Hill, Sections One through Six Subdivisions, additions in Harris County, Texas, as set forth in Exhibit "A" hereto (referred to as "Subdivision"; and

WHEREAS, Chapter 209 of the Texas Property Code was amended, effective January 1, 2012, to add Section 209.005, which requires the Association to adopt and record a policy regarding guidelines for production of Association Books and Records to owners and the Board of Directors of the Association desires to establish guidelines in compliance with Chapter 209.005 of the Texas Property Code; and

NOW THEREFORE, the Board of Directors of the Association hereby adopts the following Records Production Policy pursuant to Chapter 209 of the Texas Property Code and the authority granted to the Board by the provisions of the By-laws:

This Records Production Policy was approved by the Board of Directors for the Rosewood Hill Homeowners Association, Inc., on the 8<sup>th</sup> day of August, 2012, to be effective January 1, 2012.

**I. Copies of Association Books and 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 the Association's address as reflected in its most recent management certificate;
- b. is from an Owner, the Owner's agent, attorney, or certified public accountant; and
- c. contains sufficient detail to identify the Books and Records being requested.

**II. Owners may request to inspect the Books and Records OR may request copies of specific Books and Records.**

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

If the owner makes a request for *copies of specific Books and Records*, the Association shall, within 10 days of the owner's request, send a response letter advising on the date that the requested copies will be made available (within **15 business days**) and the cost the owner must pay before the requested copies will be provided. Upon paying the cost of producing the requested copies, the Association shall provide the requested copies to the owner.

**III. The Association hereby adopts the following schedule of costs:**

<u>COPIES</u>	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 and \$3.00 for each DVD
<u>LABOR</u>	\$15.00 per hour, actual time to locate, compile and reproduce the Books and Records (can only charge if request is greater than 50 pages in length)
<u>OVERHEAD</u>	20% of the total labor charge (can only charge if request is greater than 50 pages in length)
<u>MATERIALS</u>	actual costs of labels, boxes, folders, and other supplies used in producing the Books and Records, along with postage for mailing the Books and Records

**IV. The Association hereby adopts the following form of response to Owners who request to inspect the Association Books and Records:**

**ROSEWOOD HILL HOMEOWNERS ASSOCIATION, INC.**  
**RESPONSE TO REQUEST FOR ASSOCIATION RECORDS**

April 11, 2012

Dear Homeowner:

On April 1, 2012, the Rosewood Hill Homeowners Association, Inc. received your request to inspect the books and records of the Association. The books and records of the Association can be made available for you to inspect at 29031 Burton Cemetery Rd, Waller, TX 77484.

Please contact the Association at 281-255-2733 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,  
Rosewood Hill Homeowners Association, Inc.

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



ROSEWOOD HILL HOMEOWNERS ASSOCIATION, INC.  
RESPONSE TO REQUEST FOR ASSOCIATION RECORDS

April 11, 2012

Dear Homeowner:

On April 1, 2012, the Rosewood Hill Homeowners Association, Inc. received your request for copies of specific Association 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 the Association the cost of providing the records to you. The estimated cost to obtain the records you requested is \$\_\_\_\_\_. Upon receiving payment, the Association will mail the requested documents to you. You may also make payment and pick up the documents in person at 29031 Burton Cemetery Rd, Waller, TX 77484. Please call ahead if paying in person; 281-255-2733.

Very Truly Yours,  
Rosewood Hill Homeowners Association, Inc.

- VI. If the estimated cost provided to the Owner is more or less than the actual cost of producing the documents, the Association shall, 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, the Association 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.**

The Association, through its Board of Directors, shall have and may exercise discretionary authority concerning the restrictive covenants contained herein.

ROSEWOOD HILL HOMEOWNERS ASSOCIATION, INC.  
CERTIFICATION

"I, the undersigned, being the \_\_\_\_\_ President \_\_\_\_\_ of the Rosewood Hill Homeowners Association, Inc., hereby certify that the foregoing Resolution was adopted by at least a majority of the Association Board of Directors on the 8<sup>th</sup> day of August, 2012."

By: Joe Sampson

Print name: Joe Sampson

ACKNOWLEDGEMENT

STATE OF TEXAS

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§  
§

COUNTY OF HARRIS

BEFORE ME, the undersigned authority, on this day, personally appeared the person whose name is subscribed to the foregoing instrument and acknowledged to me that they executed the same as the act of the Association for the purpose and consideration therein expressed and in the capacity therein stated.

Given under my hand and seal of office this 8<sup>th</sup> day of August, 2012.



*Darryl Akerman*  
Notary Public, State of Texas

After Recording Return to:  
HOLT & YOUNG, P.C.  
11200 Richmond Ave., Ste. 450  
Houston, Texas 77082

## FIELD NOTES

Holding 40.0000 acres of land in the Solomon Brown League, Abstract 7, Harris County, Texas, more particularly described as follows:

BEGINNING at an iron rod in the East line of Tract No. 1 an easement in that certain deed dated March 16, 1955, from H.F. Culver and wife, Winifred Culver, to Sweeney J. Roehring, recorded in Volume 3920, Page 671 of the Harris County Deed Records at the intersection with the North Line of E.M. 3920;

THENCE South 83 degrees 30 minutes 18 seconds West 7.33 feet along the North line of E.M. 2920 to a fence corner;

THENCE North 46 degrees 00 minutes 12 seconds West 108.51 feet along the North line of T.N. 3920 to an iron pipe;

THESE North 114 degrees 50 minutes 59 seconds West 715.62 feet to an iron pipe at the Southeast corner of the 0.74 acre R0 and tract, recorded in Volume 1817, Page 3761.

WILKIE NORTH 2188, 29 June

THENCE East 777.26 feet;

THIRTY South 00 degrees, 20 minutes 41 seconds West 667.30 feet to an iron rod

THENCE South 00 degrees 51 minutes 25 seconds East 1659.91 feet to the PLACE OF BEGINNING and containing 40.0000 acres of land.

W. B. BURKIN  
Registered Engineer  
No. No. 8491

[illegible]

EXHIBIT "A"

(6 pgs.)

## Records Production Policy



## FIELD NOTES

Being 10,600 acres of land out of that portion of the Jack Frey  
 Proportion, Inc., 245,991 acre tract of land in the Salomon Brown  
 Survey, Abstract 7, Harris County, Texas; said 10,600 acres being  
 more particularly described as follows:

COMMENCING at an iron rod in the East line of Tract No. 1 as de-  
 scribed in that certain deed dated March 10, 1955, from H. F. Culver  
 and wife, Winifred Culver, to Summey J. Dohring, and recorded in  
 Volume 2920, Page 671 of the Harris County Deed Records at its inter-  
 section with the North line of E. M. Rood No. 2940;

THENCE North 1717.71 feet and West 798.08 feet to an iron rod set  
 marking the Southeast corner and the PLACE OF BEGINNING of the herein  
 described 10,600 acre tract;

THENCE North 89 degrees 40 minutes 17 seconds West 874.38 feet to  
 an iron rod set for corner;

THENCE North 00 degrees 20 minutes 53 seconds East and 24.00 feet  
 passing an iron pipe at a re-entrant corner to the 245,991 acre  
 tract and continuing on along the middle West line of said 245,991  
 acre tract a total distance of 460.19 feet to an iron rod set for  
 corner;

THENCE South 89 degrees 49 minutes 11 seconds East 749.95 feet to  
 an iron rod set for corner;

THENCE North 00 degrees 19 minutes 49 seconds East 155.88 feet to  
 an iron rod set for corner in a fence line;

THENCE North 88 degrees 45 minutes 42 seconds East 481.15 feet along  
 a fence line to an iron rod set for corner;

THENCE South 00 degrees 00 minutes 36 seconds East 20.85 feet to an  
 iron rod marking the Northwest corner of Rowland Hill, Section One,  
 an unrecorded subdivision;

THENCE South 649.30 feet to the PLACE OF BEGINNING and containing  
 10,600 acres of land.

*W. B. B. A.*  
 W. B. BUNKLIN  
 REGISTERED ENGINEER  
 REG. NO. 8491

RECORDED & RETURNED TO  
 THE FOLLOWING IS AN ACKNOWLEDGMENT FOR THE  
 RECORDING OF THIS DEED. HARRIS COUNTY, TEXAS  
 DEED NO. 8491. AS THE SAME IS  
 SUBJECT TO THE DEED NO. 8491  
 THE DEED IS RECORDED.

## FIELD NOTES

Being 30.8212 acres of land out of that portion of the Jack Frey  
 Properties, Inc., 245,991 acre tract of land in the Solomon Brown  
 Survey, Abstract 7, Harris County, Texas; said 30.8212 acres being  
 more particularly described as follows:

COMMENCING at an iron rod in the East line of Tract No. 1, as de-  
 scribed in that certain deed dated March 16, 1955, from H. F. Culver  
 and wife, Winifred Culver, to Stanley J. Doherty, and recorded in  
 Volume 2920, Page 671 of the Harris County Bond Records at its inter-  
 section with the North line of E. K. Road No. 9020;

THENCE North 23°47.85' East and West 770.08 feet to an iron rod not  
 marking the Southeast corner and the PLACE OF BEGINNING of the herein  
 described 30.8212 acre tract;

THENCE South 00 degrees 45 minutes 42 seconds West 481.15 feet along  
 a fence line to an iron rod not for corner;

THENCE South 00 degrees 10 minutes 49 seconds West 155.80 feet to an  
 iron rod not for corner;

THENCE North 89 degrees 49 minutes 11 seconds West 349.95 feet to an  
 iron rod not for corner in the middle West line of said 245,991 acre  
 tract;

THENCE North 00 degrees 20 minutes 53 seconds East 50.00 feet to an  
 iron rod and North 00 degrees 09 minutes 17 seconds East 1658.78 feet  
 along the middle West line of said 245,991 acre tract to an iron pipe  
 marking the middle Northwest corner of said 245,991 acre tract;

THENCE South 89 degrees 25 minutes 29 seconds East 826.46 feet to an  
 iron pipe marking the most Northerly re-entrant corner of said 245,991  
 acre tract;

THENCE South 00 degrees 00 minutes 30 seconds West 1551.29 feet to  
 the PLACE OF BEGINNING and containing 30.8212 acres of land.

W. B. BURKIN  
 REGISTERED ENGINEER  
 No. 10, 8491



ROSEWOOD HILL SECTION FOUR(4)

A SUBDIVISION OF 181.4455 ACRES OUT OF THE SOLOMON BROWN SURVEY, A-7, HARRIS COUNTY, TEXAS, SAID SUBDIVISION BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING at a 5/8" iron rod in the east line of Rosewood Hill Section One, said rod being N00°51'25"W a distance of 381.40 feet as measured along the said east line of Rosewood Hill Section One from the north line of F.M. 2920;

THENCE N00°51'25"W with the east line of Rosewood Hill Section One a distance of 1278.51 feet to a 5/8" iron rod for a point;

THENCE N00°20'41"E still with the east line of Rosewood Hill Section One a distance of 667.30 feet to a 1/2" iron rod for a corner;

THENCE West a distance of 777.26 feet to a 1/2" iron rod for a corner in the west line of Rosewood Trail;

THENCE N00°00'48"W a distance of 1572.14 feet to a 1" iron pipe for a point;

THENCE N00°07'56"E a distance of 3862.42 feet to a point in the center of Spring Creek;

THENCE along the center of Spring Creek the following twenty courses and distances, viz:

N40°30'44"E-109.87 feet, N04°33'36"E-163.52 feet, N65°24'54"E-168.25 feet, N42°30'38"E-97.67 feet, N01°12'02"W-143.03 feet, N57°42'34"E-170.34 feet, N41°33'46"E-68.05 feet, N65°16'22"E-83.67 feet, S86°25'25"E-48.09 feet, N71°51'43"E-61.03 feet, S68°29'15"E-32.04 feet, S72°41'24"E-115.88 feet, S44°44'10"E-215.25 feet, S58°22'43"E-179.14 feet, N72°24'57"E-159.80 feet, S85°56'25"E-182.15 feet, N73°01'11"E-231.67 feet, N47°04'58"E-172.74 feet, N66°58'22"E-420.07 feet, and N61°21'32"E-83.51 feet;

THENCE S00°53'26"E leaving the center of Spring Creek, a distance of 958.53 feet to a point for a corner;

THENCE S71°00'00"W a distance of 1188.43 feet to a point for a corner;

THENCE S00°06'19"W a distance of 3730.00 feet to a 5/8" iron rod for a corner;

THENCE S89°14'27"W a distance of 132.85 feet to a 5/8" iron rod for a corner;

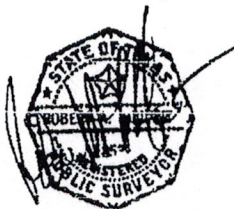
THENCE S00°42'09"E a distance of 2142.76 feet to a 5/8" iron rod for a point;

THENCE S00°36'59"E a distance of 1011.77 feet to a 5/8" iron rod for a corner, said rod being 356.94 feet from the north line of F.M. 2920;

THENCE S00°51'40"W a distance of 202.37 feet to the Point of Beginning and containing 181.4455 Acres of land, more or less.

RECORDING MEMORANDUM

At the time of recording, this instrument was found to be defective for the following reasons: photostatic reproduction because of illegibility, carbon or photo run, discolored paper, etc. As block and chain and changes were made at the time the instrument was filed and recorded.





FIELD NOTES  
Rosewood Hill, Sec. 5

Being 10.2211 acres of land out of a 245.991 acre tract of land and being known as Rosewood Hill, Section 5, an unrecorded subdivision of 10.2211 acres in the Solomon Brown Survey, Abstract 7, Harris County, Texas and being out of that certain 245.991 acres of land as described in deed to Jack Frey Properties, Inc., and recorded under File Number F144342 of the Real Property Records of Harris County, Texas; said Rosewood Hill, Section 5 being more particularly described as follows:

COMMENCING at the Southwest corner of Rosewood Hill, Section 1, an unrecorded subdivision of 40.0000 acres out of said 245.991 acres and being in the North line of F. M. Road No. 2920;

THENCE North 654.09 feet and West 798.08 feet to an iron rod marking the Southeast corner and the PLACE OF BEGINNING of the herein described 10.2211 acre tract;

THENCE West 502.28 feet to an iron rod for corner;

THENCE North 00 degrees 08 minutes 31 seconds West 469.92 feet to an iron rod for corner;

THENCE East 178.84 feet to an iron rod for corner;

THENCE North 595.41 feet to an iron rod for corner;

THENCE South 89 degrees 40 minutes 17 seconds East 324.51 feet to an iron rod for corner in the West line of Rosewood Trail (60 feet wide);

THENCE South 518.93 feet along the West line of said Rosewood Trail to the P. C. of a curve to the left;

THENCE Southeasterly 250.97 feet along said curve to P. T., having a radius of 303.46 feet, and a central angle of 47 degrees 23 minutes 09 seconds;

THENCE South 47 degrees 23 minutes 09 seconds East 49.71 feet along the Southeast line of said Rosewood Trail to corner;

THENCE South 60 degrees 00 minutes 00 seconds West 155.40 feet to corner;

THENCE South 210.00 feet to the PLACE OF BEGINNING and containing 10.2211 acres of land.

*W. B. Burklin*  
W. B. BURKLIN  
REGISTERED ENGINEER  
REG. NO. 8491

**EASLEY SURVEYING CO.**

P.O. BOX 13

TOMBALL, TEXAS 77375

(713) 351-9406

February 27, 1979

FIELD NOTES

ROSEWOOD HILL

SECTION SIX

ALL THAT CERTAIN TRACT OR PARCEL OF LAND CONTAINING 103.5934 ACRES AND SHOWN AS SECTION SIX ON A PLAT OF ROSEWOOD HILL, AN UNRECORDED SUBDIVISION IN THE SOLOMON BROWN SURVEY, A-7, HARRIS COUNTY, TEXAS, SAID SECTION SIX BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING at the southeast corner of Rosewood Hill Section Six, said point also being the southeast corner of a 172.5776 acre tract in the Solomon Brown Survey, A-7, Harris County, Texas, said 172.5776 acre tract being that certain tract shown on a plat by W. B. Burklin, Registered Engineer, dated December 9, 1977:

THENCE S 89° 09' 25" W along the south line of said 172.5776 acre tract, a distance of 1190.05 feet to a point;

THENCE N 00° 09' 19" E a distance of 2325.08 feet to a point;

THENCE N 00° 06' 19" E a distance of 1404.74 feet to a point;

THENCE N 71° 00' 00" E a distance of 1177.51 feet to a point in the east line of said 172.5776 acre tract;

THENCE S 00° 54' 36" E along the east line of said 172.5776 acre tract, a distance of 160.22 feet to a point;

THENCE S 00° 59' 25" E along the east line of said 172.5776 acre tract, a distance of 1531.41 feet to a point;

THENCE S 00° 55' 17" E along the east line of said 172.5776 acre tract, a distance of 2404.58 feet to the POINT OF BEGINNING and containing 103.5934 acres of land.



*B. E. Easley*  
B. E. Easley  
Registered Public Surveyor  
Texas Registration No. 1844

RECORDER'S MEMORANDUM

AT THE TIME OF RECORDATION, THIS INSTRUMENT WAS FOUND TO BE INADEQUATE FOR THE BEST PHOTOGRAPHIC REPRODUCTION BECAUSE OF ILLEGIBILITY, CARBON OR PHOTO COPY, DISCOLORED PAPER, ETC. ALL BLOCKOUTS, ADDITIONS AND CHANGES WERE PRESENT AT THE TIME THE INSTRUMENT WAS FILED AND RECORDED.

**RECORDER'S MEMORANDUM:**  
At the time of recordation, this instrument was found to be inadequate for the best photographic reproduction because of illegibility, carbon or photo copy, discolored paper, etc. All blockouts, additions and changes were present at the time the instrument was filed and recorded.

ANY PROVISION HEREIN WHICH RESTRICTS THE SALE, RENTAL, OR USE OF THE DESCRIBED REAL PROPERTY BECAUSE OF COLOR OR RACE IS INVALID AND UNENFORCEABLE UNDER FEDERAL LAW.  
THE STATE OF TEXAS  
COUNTY OF HARRIS

I hereby certify that this instrument was FILED in File Number Sequence on the date and at the time stamped herein by me; and was duly RECORDED, in the Official Public Records of Real Property of Harris County, Texas

AUG 17 2012



*Star Stewart*  
COUNTY CLERK  
HARRIS COUNTY, TEXAS

FILED FOR RECORD  
8:00 AM

AUG 17 2012

*Star Stewart*  
County Clerk, Harris County, Texas