

**CROWN OAKS PROPERTY OWNERS ASSOCIATION
ACCESS TO ASSOCIATION RECORDS POLICY**

WHEREAS, the property affected by this Access to Association Records Policy is restricted by the Second Amended Declaration of Covenants, Conditions and Restrictions for Crown Oaks, Section I, recorded under Clerk's File No. 99105361; the Declaration of Covenants, Conditions and Restrictions for Crown Oaks, Section II, recorded under Clerk's File No. 2001-049679; the Declaration of Covenants, Conditions and Restrictions for Crown Oaks, Section III, recorded under Clerk's File No. 2002-053576; Declaration of Covenants, Conditions and Restrictions for Crown Oaks, Section IV, recorded under Clerk's File No. 2003-030483 all of which are recorded in the Real Property Records of Montgomery County, Texas are hereafter referred to collectively as the "Declaration"; and

WHEREAS, pursuant to the authority vested in the Association in Section 8.10 of the Declaration, the Board hereby promulgates the following Access to Association Records Policy; and

WHEREAS the Crown Oaks Property Owners Association (the "Association") keeps books and records of account and Minutes of the proceedings of its members and Board of Directors; and

WHEREAS the Board of Directors (the "Board") of the Association desires to set the procedure for owners, during reasonable business hours, to inspect the books and records of the Association; and

WHEREAS it is desirable to impose certain reasonable restrictions to maintain control and minimize the disruption of normal business.

NOW THEREFORE BE IT RESOLVED that the following requirements are hereby established for the inspection of the records of the Association:

- 1) A notice of intent to inspect must be submitted in writing to the Board or its duly authorized managing agent at least five (5) business days prior to the planned inspection.
- 2) The notice must specify with particularity a proper purpose for the inspection.
- 3) All records relevant to that purpose shall be available for inspection and copying at the expense of the requesting owner, at the registered office of the Association at 2204 Timberloch Place, Suite 180, The Woodlands, Texas 77380 between the hours of 9:00 a.m. and 5:00 p.m. Monday through Friday.
- 4) Records may only be inspected in the presence of a Board member or employee of the managing agent.
- 5) The person(s) requesting access shall not disrupt the ordinary business activities of the registered office, the management office or employees during the course of inspection.
- 6) No records may be removed from the office.
- 7) When applicable, all costs of inspection and copying shall be borne by the person(s) requesting access. In the event the person reviewing the records is desirous of making photocopies, all costs of copying will be incurred by the person requesting same. Costs

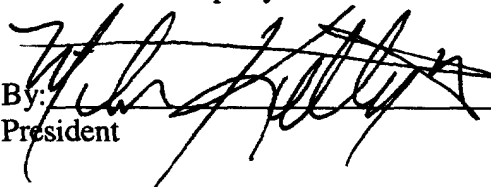
of research necessary by management may include an additional hourly rate charged for the managing agent employee conducting the research. Hourly rates are set by the managing agent and are currently: Principals and Executives-\$150.00; Directors-\$100.00; Community Managers-\$75.00; Information Technology-\$75.00; Others-\$55.00.

- 8) Limitations of Access – Consistent with an individual’s right to privacy and applicable law, the following records will not be made available without the express written consent of the Board of Directors:
 - A)
 - A. Where disclosure would violate a constitutional or statutory provision or applicable public policy;
 - B) Where disclosure may result in an invasion of personal privacy, breach of confidence or privileged information;
 - i) Specific property owner name or address associated with delinquency
 - C)
- 9) The Association is under no obligation for any additional information other than that which is required by law.

This is to certify that the foregoing resolution was adopted by the Board of Directors by unanimous consent, effective as of January 24, 2008, until such date as it may be modified, rescinded or revoked.

The Board of Directors hereby approves and authorizes the above policy:

Crown Oaks Property Owners Association

By: 
President

