

Mary Louise Nicholson
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**NOTICE OF FILING OF DEDICATORY INSTRUMENTS
FOR
THE LANDING
[Records Production and Copying Policy]**

STATE OF TEXAS

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KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF TARRANT

THIS NOTICE OF FILING OF DEDICATORY INSTRUMENTS FOR THE LANDING (this "Notice") is made this 19 day of August, 2020, by The Landing Homeowners Association, Inc. (the "Association").

WITNESSETH:

WHEREAS, Columbia Communities, Inc. and Guaranty Service Corporation, both Texas corporations (the "Declarants"), prepared and recorded an instrument entitled "Declaration of Covenants, Conditions and Restrictions of The Landing" on or about February 1, 1977 at Volume 6167, Page 391 of the Real Property Records of Tarrant County, Texas (the "Declaration"); and

WHEREAS, the Declaration was replaced by the Restated Declaration of Covenants, Conditions and Restrictions of The Landing, recorded on or about July 18, 1994 at Volume 11658, Page 0346 *et seq.* of the Real Property Records of Tarrant County, Texas (the "Amended Declaration"); and

WHEREAS, the Association is the property owners' association created by the Declarants to manage and regulate the planned community development established by the Amended Declaration, which development is more particularly described in the Amended Declaration; and

WHEREAS, Section 202.006 of the Texas Property Code provides that a property owners' association must file each dedicatory instrument governing the association that has not been previously recorded in the real property records of the county in which the development is located; and

WHEREAS, the Association desires to record the dedicatory instrument attached hereto as **Exhibit "A"** pursuant to and in accordance with Section 202.006 of the Texas Property Code.

NOW, THEREFORE, the dedicatory instrument attached hereto as **Exhibit "A"** is a true and correct copy of the originals and is hereby filed of record in the Real Property Records of Tarrant County, Texas, in accordance with the requirements of Section 202.006 of the Texas Property Code.

IN WITNESS WHEREOF, the Association has caused this Notice to be executed by its duly authorized agent as of the date first above written.

THE LANDING HOMEOWNERS
ASSOCIATION, INC.,
A Texas non-profit corporation

By: Linda K. Gladfelder
Name: Linda K. Gladfelder
Title: President

ACKNOWLEDGMENT

STATE OF TEXAS

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COUNTY OF TARRANT

BEFORE ME, the undersigned authority, on this day personally appeared Linda K Gladfelder, the President of The Landing Homeowners Association, Inc., known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that (s)he executed the same for the purposes and consideration therein expressed on behalf of said corporation.

SUBSCRIBED AND SWORN TO BEFORE ME on this 28 day of August,
2020.

Melanie L. Roberts-Peroni
Notary Public, State of Texas

08/22/2021
My Commission Expires

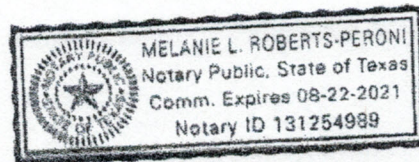


Exhibit "A"

Records Production and Copying Policy

Records Production and Copying Policy
for The Landing Homeowners Association, Inc.

Charges: If an owner makes a written request for records to the Association pursuant to Section 209.005 of the Texas Property Code, the Association may charge the requestor all reasonable cost of materials, labor and overhead for the compiling, producing and reproducing of the requested information.

The rates which the Association may charge an owner are the same as the maximum permitted rates published in the Section 70.3 of the Texas Administrative Code (Title 1, Part 3, Chapter 70). The charges shown in Exhibit A hereto are some of the TAC rates in effect on the date this Policy is adopted and will be deemed to change automatically with the changes to Section 70.3 of the Texas Administrative Code.

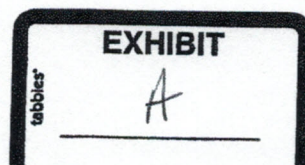
Notwithstanding anything to the contrary, in any writing or communication made by the Association, the Association will not in any event be entitled to receive or collect charges from an owner in connection with a records request in amounts greater than the maximum amounts permitted by applicable law. If for any circumstances whatsoever, the Association charges or receives an amount in excess of the maximum charges permitted by law, the excess amount will be reimbursed to the owner.

Payment: The Association may require advance payment of the estimated charges addressed by this policy. Within 30 business days after delivery of the requested information, the Association will provide the owner with an invoice of the actual costs. If the actual costs are less than the prepaid estimated charges, the Association will refund the difference to the owner within 30 business days after the sending the invoice. If the actual costs are greater than the prepaid estimated charges, the difference is due and payable to the Association by the owner within 30 business days after the invoice is sent, after which time the Association may add the unpaid amount to the owner's account as an assessment.

Records Defined: The records available for inspection and copying are those designated by Section 209.005 of the Texas Property Code, as amended from time to time.

Persons Entitled to Inspect or Receive Copies: Every owner shall have the right to inspect or receive copies of the Association's records in compliance with the rules and procedures contained in this policy. An owner may authorize, in writing, an attorney or other designated representative to conduct the inspection or request copies on the owner's behalf. Any such authorized representative shall be considered an "owner" for the purposes of this policy.

What Records are Reviewable: An owner, or an agent, designated by an owner in writing, is entitled to review and/or obtain from the Association copies of information contained in the Association's books and records. The Association is not required to produce records that identify an owner's violation history, identify an owner's financial information (including whether or not the owner has paid assessments), identify the owner's contact information other than the owner's address, any information relating to the Association employees (including personnel files) and attorneys' files and records relating to the Association (however, invoices for attorneys' fees relating only to the matter for which the Association seeks reimbursement are reviewable). Information regarding violation history or payment history may be produced in a summary form which does not identify individual property owners. Only a person who is either tabulating ballots for an election or performing a recount may be given access to ballots.



The Review Process: To make a request for Association records, an owner, or their designated representative, must send a written request, by certified mail, to the Association's mailing address as reflected in its management certificate on file in the county's real property records. The owner can either request to inspect the Association records (and, upon review, have copies made of the same), or they can request that the Association copy and forward to them specific requested records. If an owner requests an inspection of the records, the Association, within 10 business days after receiving the request, will send to the owner written notice as to the date upon which the owner may review the records. The inspection shall take place during a mutually agreed upon time during regular business hours. No owner shall remove original records from the location where the inspection is taking place, nor shall they alter the records in any way.

If an owner requests copies of specific records to be sent to them, the Association will copy and send to the owner, within 10 business days after receiving the owner's request, all identifiable documents which it retains in its possession. The copies requested may be tendered in hard copy, electronic, or any other format reasonably available to the Association.

If the Association is unable to produce the documents requested within 10 business days of its receipt of the request, it will send written notice to the owner regarding this fact and will state a date by which the information will be sent or made available for inspection. The documents will be made available to inspect, and/or the copies sent, within 15 business days following the date of the notice informing the owners that the documents cannot be produced within 10 business days.

Manner of Inspection or Copying: An owner shall not exercise their inspection or copying rights in order to harass any other owner or resident, association agent, officer, director, or employee. All people inspecting or requesting copies of records shall conduct themselves in a businesslike manner and shall not interfere with the operation of the Association office or such other location where the inspection or copying is taking place. The inspection and review process shall not be used by an owner, or their designated representative, as a "question and answer" forum with regard to the documents being reviewed and inspected.

Enforcement of Inspection and Copying Rules: The Association will not honor any requests for inspection or copying that do not comply with this policy. Any Association representative who receives an oral request for inspection or copying shall refer the person making the request to this policy, and the Association will have no further obligation to respond until it receives a written request and the estimated advance payment required for the Association to compile, produce, and reproduce the documents requested. The Association's board may take any necessary action to enforce these rules.

This is to certify that the foregoing resolution was adopted by the Board of Directors at a meeting of same on 19 August 2020, and has not been modified, rescinded or revoked.

DATE: 8/26/20

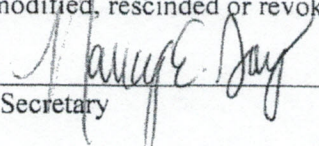

Secretary

Exhibit A to Records Production and Copying Policy

Prescribed Costs to Owner:

Copy Charges:

Electronic image transmitted by email – no copy charge

Standard paper copy of scan (letter or legal size) - \$.10 per page (each side that has recorded information is considered one page, therefore double sided is considered 2 pages of information)

Oversize paper copy or scan (such as 11X17) -\$.50

Labor Charge:

No labor charge if the request is for 50 or fewer pages of information, unless the records must be retrieved from a storage facility that is remote from the processor's office.

\$15.00 per hour, in ¼ hour increments for actual time to locate, compile, manipulate data, reproduce information, and (if necessary) redact confidential information for a request of more than 50 pages and for records in remote storage.

No labor charge for time spent to review the requested information to determine if the information qualifies for an exemption from Open Records.

Overhead Charge:

No overhead charge if the request is for 50 or fewer pages of information. Otherwise, the overhead charge is 20 percent of the labor charge.

Remote Document Retrieval Charge:

If the requested information is stored with a commercial records storage company that charges a fee to deliver and return stored records, the Association may seek reimbursement of the third-party fee from the owner if the request otherwise qualifies for a labor charge.

Other Charges:

Actual postage and shipping charges if necessary, to transmit the information to the owner.

Actual cost of miscellaneous supplies such as boxes, if needed to produce the requested information.

If the Association accepts payment by credit card, the Association may recoup the amount of any actual transaction fee charged by the credit card company for the privilege.

No sales tax.