

Resolutions & Policies
San Miguel Civic Association



Effective January 1, 2012
Payment plan policy

SAN MIGUEL CIVIC ASSOCIATION, INC.
PAYMENT PLAN POLICY

This payment plan policy was approved by the Board of Directors for San Miguel Civic Association, Inc. on the 30th day of August, 2011, which policy is to be followed when an Owner requests a payment plan for delinquent regular or special assessments or any other amount owed to the Association.

1. Owners are entitled to pay their assessments according to the terms of this approved payment plan policy, as long as an Owner has not failed to honor the terms of a previous payment plan during the past two (2) years;
2. All payment plans require a down payment and monthly payments;
3. Upon request, all Owners are automatically approved for a payment plan consisting of 10 % down, with the balance paid off in monthly installments (no less than three months and no more than 18 months).

Amount outstanding:

Plan Length:

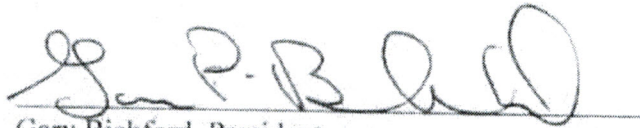
| | |
|---|------------------|
| For amounts between \$ <u>10</u> and \$ <u>150.00</u> | <u>3</u> Months |
| For amounts between \$ <u>151.00</u> and \$ <u>300.00</u> | <u>6</u> Months |
| For amounts between \$ <u>301.00</u> and \$ <u>500.00</u> | <u>9</u> Months |
| For amounts between \$ <u>501.00</u> and \$ <u>1,000.00</u> | <u>12</u> Months |
| For amounts between \$ <u>1,001.00</u> and \$ <u>up</u> | <u>18</u> Months |

4. If an owner defaults on any payment plan, the payment plan is automatically terminated and the Association is not obligated to make another payment plan with the owner for the next two (2) years;
5. Alternative payment plan proposals must be submitted to and approved by the Association. The Association is not obligated to approve alternative payment plan proposals. No payment plan may be shorter than 3 months or longer than 18 months; and

Effective January 1, 2012
Payment plan policy

6. The Association cannot charge late fees during the course of a payment plan, but can charge interest at the rate of ten percent which it is entitled to according to its Governing Documents and can charge reasonable costs of administering the payment plan which cost is a one-time charge of \$25.00.

CERTIFICATION



Gary Bickford, President
San Miguel Civic Association, Inc.

Dated this 30 day of August, 2011.

Before me, the undersigned authority, on this day personally appeared Gary Bickford, President of San Miguel Civic Association, Inc., a Texas non-profit corporation, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that at least a majority of the Board of Directors approved this Payment Plan Policy and that he executed the same for the purposes and consideration therein expressed and in the capacity therein stated as the act and deed of said Board of Directors for San Miguel Civic Association, Inc.

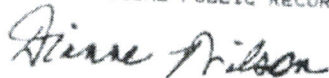
Given under my hand and seal of office, this the 30th day of August, 2011.



Notary Public, State of Texas

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OFFICIAL PUBLIC RECORDS

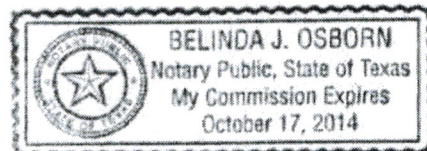


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Dianne Wilson COUNTY CLERK
FT BEND COUNTY TEXAS





**EFFECTIVE JANUARY 1, 2012
RECORDS PRODUCTION POLICY**

**SAN MIGUEL CIVIC ASSOCIATION
RECORDS PRODUCTION POLICY**

This Records Production Policy was approved by the Board of Directors for San Miguel Civic Association on the 25 day of Oct, 2011.

- I. **Copies of Association records will be available to all Owners upon 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, 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.**
 - a. 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 records will be made available and the location of the 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 upon the owner paying the Association the cost thereof.
 - b. If an owner makes a request for copies of specific records; and the Association can provide the records easily or with no cost, then the Association will provide the records to the owner within 10 business days of the owner's request.
 - c. If the owner makes a request for copies of specific records, the Association 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, the Association shall provide the records to the owner.

**EFFECTIVE JANUARY 1, 2012
RECORDS PRODUCTION POLICY**

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 \$3.00 for each DVD |
| <u>LABOR</u> | \$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) |
| <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 records, along with postage for mailing the records |

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

SAN MIGUEL CIVIC ASSOCIATION
RESPONSE TO REQUEST TO INSPECT ASSOCIATION RECORDS

_____ (date)

Dear Homeowner:

On _____, the Association received your request to inspect the books and records of the Association. The books and records of the Association are available for you to inspect on regular business days, between the ours of 9 a.m. and 5 p.m., at the office of _____ located at _____, Houston, Texas _____.

Please contact the Association's manager at _____ (phone number) to arrange for a mutually agreeable time for you to come and inspect the books and records.

**EFFECTIVE JANUARY 1, 2012
RECORDS PRODUCTION POLICY**

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,

San Miguel Civic Association

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

**SAN MIGUEL CIVIC ASSOCIATION
RESPONSE TO REQUEST FOR ASSOCIATION RECORDS**

_____ (date)

Dear Homeowner:

On _____, the Association 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 the office of _____, located at _____, Houston, Texas _____.

Very truly yours,

San Miguel Civic Association

EFFECTIVE JANUARY 1, 2012
RECORDS PRODUCTION POLICY

- 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 (other than an owner's address); additionally, no privileged attorney-client communications or attorney work product documents will be provided; and no employee information (including personnel file) will be released.
- VIII. With regards to the inspection of ballots, only persons who tabulate ballots under 209.00594 (TPC) may be given access to the ballots cast in an election or vote.

CERTIFICATION

"I, the undersigned, being the President of San Miguel Civic Association, hereby certify that the foregoing Resolution was adopted by at least a majority of the San Miguel Civic Association Board of Directors."

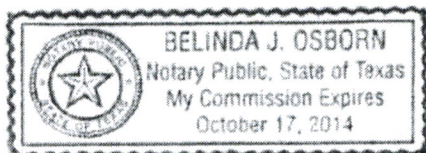
By:



Gary Bickford, President
San Miguel Civic Association

SUBSCRIBED AND SWORN TO BEFORE ME, the undersigned authority, by the above-mentioned Affiant on this the 25th day of October, 2011, to certify which witness my hand and seal of office.

Belinda J. Osborn
NOTARY PUBLIC, State of Texas



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OFFICIAL PUBLIC RECORDS

Dianne Wilson

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Dianne Wilson COUNTY CLERK

FT BEND COUNTY TEXAS



Effective January 1, 2012
Records retention policy

SAN MIGUEL CIVIC ASSOCIATION ASSOCIATION, INC.
RECORDS RETENTION POLICY

This Records Retention Policy was approved by the Board of Directors for San Miguel Civic Association, Inc. on the 25 day of Oct, 2011.

The Association shall maintain its records as follows:

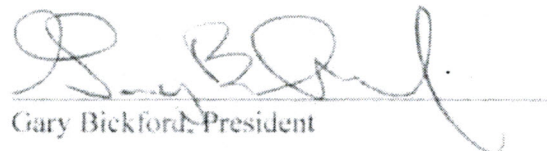
| <u>Record</u> | <u>Retention Period</u> |
|--|---------------------------------------|
| Certificate of Formation/Articles of Incorporation, Bylaws, Declarations and all amendments to those documents | Permanent |
| Association tax returns and tax audits | Seven (7) years |
| Financial books and records | Seven (7) years |
| Account records of current owners | Five (5) years |
| Contracts with a term of more than one year | Four (4) years after contract expires |
| Minutes of member meetings and Board meetings | Seven (7) years |

Records not listed above are not subject to retention. Upon expiration of the retention date, the applicable record will be considered not maintained as a part of the Association books and records.

CERTIFICATION

I, the undersigned, being the President of San Miguel Civic Association, Inc. hereby certify that the foregoing Resolution was adopted by at least a majority of the San Miguel Civic Association Board of Directors.

By:



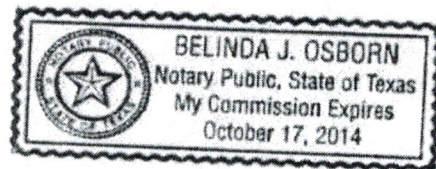
Gary Bickford, President

**Effective January 1, 2012
Records retention policy**

SUBSCRIBED AND SWORN TO BEFORE ME, the undersigned authority, by the above-mentioned Affiant on this the 25th day of October, 2011, to certify which witness my hand and seal of office.

Belinda J. Osborn

NOTARY PUBLIC, State of Texas



FILED AND RECORDED

OFFICIAL PUBLIC RECORDS

Dianne Wilson

2011 Dec 07 02:33 PM

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Dianne Wilson COUNTY CLERK

FT BEND COUNTY TEXAS