

SUPPLEMENTAL NOTICE OF DEDICATORY INSTRUMENTS
for
RIVER OAKS COUNCIL OF CO-OWNERS

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

The undersigned, being the Authorized Representative of River Oaks Council of Co-Owners ("Association"), a property owners' association as defined in Section 202.001 of the Texas Property Code, hereby amends and supplements those certain instruments entitled "Notice of Dedicatory Instruments for River Oaks Council of Co-Owners", "Supplemental Notice of Dedicatory Instruments for River Oaks Council of Co-Owners", "Supplemental Notice of Dedicatory Instruments for River Oaks Council of Co-Owners" and "Supplemental Notice of Dedicatory Instruments for River Oaks Council of Co-Owners", respectively filed of record in the Official Public Records of Real Property of Harris County, Texas under County Clerk's File Nos. U878011, 20120209015, 20120437907 and 20140582709 (the "Notice") was filed of record for the purpose of complying with Section 202.006 of the Texas Property Code.

Additional Dedicatory Instrument. In addition to the Dedicatory Instruments identified in the Notice, the following document is a Dedicatory Instrument governing the Association:

Open Records Policy for River Oaks Council of Co-Owners.

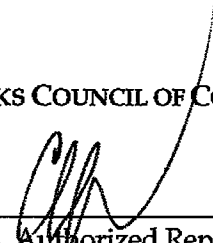
A true and correct copy of such Dedicatory Instrument is attached to this Supplemental Notice.

This Supplemental Notice is being recorded in the Official Public Records of Real Property of Harris County, Texas for the purpose of complying with Section 202.006 of the Texas Property Code. I hereby certify that the information set forth in this Supplemental Notice is true and correct and that the copy of the Dedicatory Instrument attached to this Notice is a true and correct copy of the original.

Executed on this 7th day of June, 2017.

RIVER OAKS COUNCIL OF CO-OWNERS

By:

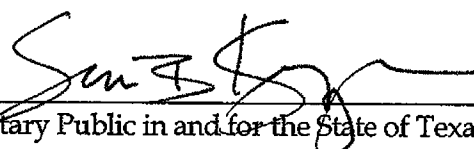


Cliff Davis, Authorized Representative

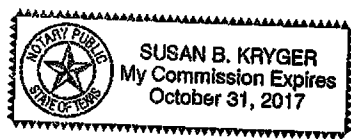
RP-2017-252825

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

BEFORE ME, the undersigned notary public, on this 7th day of June, 2017 personally appeared Cliff Davis, Authorized Representative of River Oaks Council of Co-Owners, known to me 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.



Notary Public in and for the State of Texas



RP-2017-252825

OPEN RECORDS POLICY
for
RIVER OAKS COUNCIL OF CO-OWNERS

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

I, Kathleen Mundy, Secretary of River Oaks Council of Co-Owners (the "Association"), do hereby certify that at a meeting of the Board of Directors of the Association (the "Board") duly called and held on the 25th day of May, 2017, with at least a quorum of the Board members being present and remaining throughout, and being duly authorized to transact business, the following Open Records Policy (this "Policy") was duly approved by a majority vote of the members of the Board:

RECITALS:

1. Section 82.114 of the Texas Property Code requires the Association to keep specified types of records and make those records reasonably available for examination by Owners.
2. The Board of Directors of the Association desires to adopt an open records policy which sets forth an orderly procedure for submitting a request to examine records of the Association and making those records available for examination.
3. This Policy is based upon the provisions in Section 209.005 of the Texas Property Code which are not applicable to condominium regimes but which the Board considers to be equitable to both Owners and the Association.

POLICY:

It is the policy of the Association to make the books and records of the Association, including financial records, open to and, reasonably available for, examination by an Owner, or a person designated in a writing signed by the Owner as the Owner's agent (the "Owner's Agent") in accordance with the following provisions:

1. **Request.** An Owner or an Owner's Agent must submit a written request for access or information. The written request must:
 - a. be sent by certified mail to the mailing address of the Association or to the authorized representative of the Association as reflected on the most current Management Certificate of the Association filed of record in accordance with Section 82.116 of the Texas Property Code;
 - b. describe with sufficient detail the books and records of the Association that are requested; and
 - c. state whether the Owner or the Owner's Agent elects to inspect the requested books and records before obtaining copies or have the Association forward copies of the requested books and records.

RP-2017-252825

2. **Election to Inspect.** If an inspection is requested, the Association must send written notice to the Owner or the Owner's Agent of dates during normal business hours that the Owner or the Owner's Agent may inspect the requested books and records. Such written notice must be sent on or before the tenth (10th) business day after the date the Association receives the request, unless the Association sends a notice to the Owner or the Owner's Agent in accordance with Section 4, below.

3. **Election to Obtain Copies.** If copies of the identified books and records are requested, the Association must produce copies of the requested books and records on or before the tenth (10th) business day after the date the Association receives the request, unless the Association sends a notice to the Owner or the Owner's Agent in accordance with Section 4, below.

4. **Extent of Books and Records.** The Association must produce books and records requested by an Owner or an Owner's Agent, to the extent those books and records are in the possession, custody or control of the Association, on or before the tenth (10th) business day after the date the Association receives the request. Provided that, the Association may, after notice is provided to the Owner or Owner's Agent requesting the books and records, produce such books and records no later than the fifteenth (15th) business day after the date such notice is given.

5. **Time of Inspection; Copies.** If an inspection of books and records is requested or required, the inspection will take place at a mutually agreed upon time during normal business hours. At the inspection, the Owner or the Owner's Agent may identify the books and records to be copied and forwarded. The Association must thereafter make copies of such books and records at the cost of the Owner and forward them to the Owner or the Owner's Agent.

6. **Format.** The Association may, but is not obligated to, produce books and records requested by an Owner or an Owner's Agent in hard copy, electronic or other format reasonably available to the Association.

8. **Costs.** The Association may charge an Owner for the compilation, production or reproduction of books and records requested by the Owner or the Owner's Agent, which costs may include all reasonable costs of materials, labor, and overhead. Costs will be billed at the rates established by Title 1 of the Texas Administrative Code, Section 70.3 ("**Section 70.3**"), as same may be amended from time-to-time. Should the rates set forth in Section 70.3 ever be different than in this Policy (either through amendment or error by this Policy) the then current rates set forth in Section 70.3 control. As of the date of this Policy, the rates set forth below are established by Section 70.3 as follows:

Labor for locating, compiling and reproducing records*	\$15.00 per hour
Copies (8½ x 11 and 8½ x 14)	\$0.10 per page
Oversize paper copies (11 x 17, greenbar and bluebar)	\$0.50 per page
Specialty papers (blue print and maps)	actual cost
Other	At the rate provided for Section 70.3.

* No labor will be charged if there are 50 or fewer pages unless the documents are in two (2) or more separate buildings not physically connected to each other or in a remote storage facility.

9. **Advance Payment of Estimated Costs.** The Association must estimate the costs of compiling, producing and reproducing books and records requested by an Owner or an Owner's Agent on the basis of the rates set forth in Section 8, above. The Association may require advance payment of the estimated costs of compiling, producing and reproducing the requested books and records.

10. **Actual Costs.**

10.1. If the actual costs of compiling, producing and reproducing requested books and records are less than or greater than the estimated costs, the Association will submit a final invoice to the Owner on or before the thirtieth (30th) business day after the date the requested books and records are delivered.

10.2. If the final invoice includes additional amounts due from the Owner, the Owner is required to pay the additional amount to the Association before the thirtieth (30th) business day after the date the invoice is sent to the Owner.

10.3. If the final invoice indicates that the actual costs are less than the estimated costs, the Association must refund the excess amount paid by the Owner not later than the thirtieth (30th) business day after the date the invoice is sent to the Owner.

10.4. If the Owner fails to pay to the Association the additional amounts shown in the final invoice in accordance with Subsection 10.1, above, the Association may add the additional amount to the Owner's assessment account and collect the additional amount in the same manner as an assessment.

11. **Books and Records Not Required to be Produced.**

11.1. Unless an Owner whose records are the subject of a request provides express written approval to the Association or unless a court order is issued directing either the release of books and records or that books and records be made available for inspection, the Association is not required to release or allow inspection of books and records that:

- a. identify the history of violations of dedicatory instruments of an individual Owner;
- b. disclose an Owner's personal financial information, including records of payment or nonpayment of amounts due the Association;
- c. disclose an Owner's contact information, other than the Owner's address; or
- d. disclose information related to an employee of the Association, including personnel files.

11.2. In addition, information may be released in an aggregate or summary manner that will not identify an individual Owner.

12. **Attorney Work Product.** An attorney's files and records relating to the Association are not records of the Association and are not subject to inspection by Owners or the Owner's

Agent in a legal proceeding. In addition, the Association is not required to produce documents that constitute attorney work product or that are privileged as attorney-client communication.

13. **Business Day.** As used in this Policy, "business day" means a day other than a Saturday, Sunday or state or federal holiday.

I hereby certify that I am the duly elected, qualified and acting Secretary of the Association and that the foregoing Open Records Policy was approved by a majority vote of the Board of Directors as set forth above and now appears in the books and records of the Association, to be effective upon recording in the Official Public Records of Real Property of Harris County, Texas.

TO CERTIFY which witness my hand this the 25th day of May, 2017.

RIVER OAKS COUNCIL OF CO-OWNERS

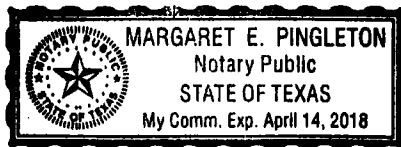
By: Kathleen Mundy

Printed: Kathleen Mundy

Its: Secretary

THE STATE OF TEXAS §
COUNTY OF Harris §

BEFORE ME, the undersigned notary public, on this 25th day of May, 2017 personally appeared Kathleen Mundy, Secretary of River Oaks Council of Co-Owners, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purpose and in the capacity therein expressed.



Margaret E. Pingleton
Notary Public in and for the State of Texas

RP-2017-252825

RP-2017-252825
Pages 7
06/07/2017 11:18 AM
e-Filed & e-Recorded in the
Official Public Records of
HARRIS COUNTY
STAN STANART
COUNTY CLERK
Fees \$36.00

RECORDERS MEMORANDUM

This instrument was received and recorded electronically and any blackouts, additions or 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 hereon by me; and was duly RECORDED in the Official Public Records of Real Property of Harris County, Texas.



Stan Stanart

COUNTY CLERK
HARRIS COUNTY, TEXAS

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