

## Northcrest Homeowners Association Copy and Reproduction Policy

The Board of Directors of the Northcrest Homeowners Association hereby establishes the following as the Association's copy and reproduction policy. The Board of Directors has determined that this policy is in the best interest of the Association and maintains the requirements of state law.

The copy and reproduction policy is as follows:

Standard paper copy - The charge for standard paper copies reproduced by means of an office machine copier or a computer printer is \$.10 per page or part of a page. Each side that has recorded information is considered a page.

Nonstandard copy - The charges in this subsection are to cover the materials onto which information is copied and do not reflect any additional charges, including labor, that may be associated with a particular request. The charges for nonstandard copies are:

Diskette--\$1.00; Rewritable CD (CD-RW)--\$1.00; Non-rewritable CD (CD-R)--\$1.00; Digital video disc (DVD)--\$3.00; Thumb or jump drive--actual cost; Other electronic media--actual cost; Oversize paper copy (e.g.: 11 inches by 17 inches, not including maps and photographs using specialty paper)--\$.50; Specialty paper (e.g.: Mylar, blueprint, blueline, map, photographic)--actual cost.

Labor charge for locating, compiling, manipulating data, and reproducing public information - The charge for labor costs incurred in processing a request is \$15 an hour. The labor charge includes the actual time to locate, compile, manipulate data, and reproduce the requested information.

Overhead charge - The overhead charge shall be computed at 20% of the charge made to cover any labor costs associated with a particular request.

Remote document retrieval charge - Due to limited on-site capacity of storage documents, it is frequently necessary to store information that is not in current use in remote storage locations. Every effort should be made by the Association to store current records on-site. To the extent that the retrieval of documents results in a charge to comply with a request, it is permissible to recover costs of such services for requests that qualify for labor charges under current law.

If the Association has a contract with a commercial records storage company, whereby the private company charges a fee to locate, retrieve, deliver, and return to storage the needed record(s), no additional labor charge shall be factored in for time spent locating documents at the storage location by the private company's personnel. If after delivery to the Association, the boxes must still be searched for records that are responsive to the request, a labor charge is allowed.

Miscellaneous supplies - The actual cost of miscellaneous supplies, such as labels, boxes, and other supplies used to produce the requested information, may be added to the total charge for public information.

Postal and shipping charges - The Association may add any related postal or shipping expenses which are necessary to transmit the reproduced information to the requesting party.

Miscellaneous charges - The Association that accepts payment by credit card for copies of public information and that is charged a "transaction fee" by the credit card company may recover that fee.

The Board of Directors reserves the right to change and re-file this plan at anytime. In an event of dispute over the plan, the Board of Directors decision is final.

For questions, please contact the Management Company - Junction Property Management at 972-484-2060 or by e-mail at

Signed this 31<sup>st</sup> day of July, 2011 by Roberta DeHart an authorized signer for the Northcrest Homeowners Association.

Roberta DeHart  
Signature

7-31-11  
Date

After recording, please return a copy to:

Junction Property Management  
P.O. Box 810552  
Dallas, TX 75381-0552