

**RESOLUTION OF THE
HIGHLAND SHORES OWNER'S ASSOCIATION, INC.
BOARD OF DIRECTORS
REGARDING THE
INSPECTION AND COPYING OF BOOKS AND RECORDS**

WHEREAS the Highland Shores Owner's Association, Inc., (Association) keeps correct and complete books and records of account and minutes of the proceedings of its members and Board of Directors (Board); and,

WHEREAS the members of the Association shall have the right, during reasonable business hours, to inspect and obtain copies of the books and records of the Association; and,

WHEREAS it is desirable to impose certain reasonable restrictions on the process of record inspection and copying;

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

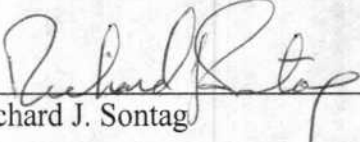
1. A request to inspect the books and records of the Association must be submitted in writing, to the Board and/or its duly authorized agent by certified mail to Highland Shores Owner's Association at #1 Community Center Drive, Highland Village, Texas 75077. The request must identify with sufficient detail the records requested and contain an election to either receive copies of identified records or inspect the records requested. The Association's governing documents, its membership register, its books of account, and the minutes of the meetings of the members, the Board, and committees may be inspected.
2. The Association, within 10 business days from receipt of a request under paragraph 1, will provide as appropriate: (i) written notice of dates on which records may be inspected, or (ii) copies of the requested copies (if prior payment for such records has been received), or (iii) written notice that it is unable to produce the records within the 10-day period and will provide a date, within 15 business days of the notice provided under this paragraph 2 (iii), by which the records will be sent or made available to the owner.
3. The Association will send the requesting party an estimate of the costs to respond to the record request. The requesting party shall be responsible for any costs above the estimate and the full amount due will be added to the requesting party's account as an assessment if not paid in full upon request.
4. Certain records remain confidential and will not be provided in response to a request for copies or inspection of records, to wit: violation histories of owners, owners' personal financial information (including assessment payment history), owners' contact information other than address, and association personnel files. Such records may be available with the owner's written approval or a court orders the Association to release the information.

5. No original records may be removed from the premises without the express written consent of the Board.

6. Owners are responsible for the costs of producing and copying association records. Costs are \$.10 per page, \$15.00 per hour for personnel time spent in responding to a request, overhead of 20% of personnel charge, and must be paid in advance. A personnel charge will not be made for 50 or fewer copies unless the records are located in a remote storage facility.

7. The Association is under no obligation to provide 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 of Highland Shores Owner's Association, Inc., effective as of July 25, 2011 until such date as it may be modified, rescinded or revoked.


_____, Secretary/Treasurer
Richard J. Sontag