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Rocky Creek Maintenance Corporation
(Rocky Creek Ranch Property Owners Association)

Open Records Policy
Effective May 24, 2024

Affidavit

The policy of the Rocky Creek Maintenance Corporation (the "Association") is to allow members access to Association records under the following terms:

- 1) A member or the member's authorized representative (the "Member") must submit a written request for access to Association information. The request must be sent by certified mail and addressed to the Rocky Creek Maintenance Corporation at 2005 Rocky Ridge Loop, Canyon Lake, TX 78133. The authorized representative must be designated in a document signed by the Member and must be the Members' agent, attorney, or certified public accountant.
- 2) The request must state with sufficient detail the books and/or records requested and whether the Member elects to inspect the books and records before obtaining copies or to have the Association forward copies of the requested books and records.
- 3) Within 10 business days from receipt of the request, the Association will provide written notice to the member of the dates on which the records may be inspected, or if copies are requested, provide the requested copies. If the Association is unable to produce the records within the 10-day period, it will provide a date within an additional 15 business days by which the records will be sent or made available to the Member for inspection.
- 4) Inspection of records will take place during a mutually agreed time during the regular business hours of the Association.
- 5) The Association may, at its option, produce the requested copies in hard copy or by electronic or other format reasonably available.
- 6) The Association will not provide any document that is considered attorney work product or that is a privileged attorney-client communication.
- 7) The Association will only provide information that identifies the violation history of an individual member. A member's personal financial information including records of payment or nonpayment of amounts due to the Association and/or a member's contact information other than the member's address, or information related to an employee of the Association, including personnel files, will only be provided if
 - (a) The affected member or employee gives their express written approval for the inspection or reproduction of the records or
 - (b) A court orders the Association to release the information.
- 8) The member must pay the cost of the inspection or reproduction of records. The charges will be determined based on the amounts set out in the Association's Schedule of Assessments,

Charges, and Fees as recorded in the real property records of Comal County, Texas. This schedule is also published on our webpage rockycreektexas.org

9) The Association may require the Member to pay the estimated cost of inspection or production in advance. The Association will deliver a final invoice to the Member before the 30th business day after the information is delivered. If the total charges on the final invoice are less than the estimate paid, the Association will refund the excess amount paid within 30 business days of the date the final invoice is delivered. If the total charges on the final invoice are more than the estimate paid, the Member must pay the balance within 30 business days of the date the final invoice is delivered. Any balance due the Association not paid by such date will be added to the Member's account and treated as a past due amount subject to late fees and interest.

IN WITNESS WHEREOF, the undersigned has executed this certificate on 7 day of June, 2024.



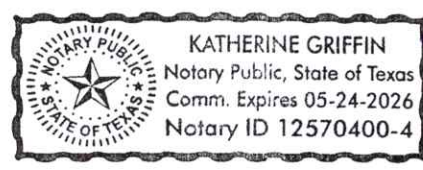
Lori Steed, Secretary Treasurer

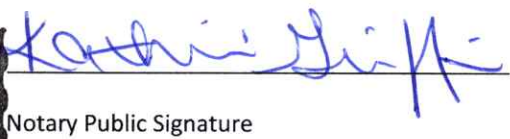
STATE OF TEXAS

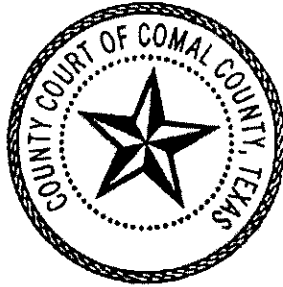
COUNTY OF COMAL

BEFORE ME, the undersigned Notary Public, appeared Lori Steed, 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 purposes and consideration therein expressed, on behalf of said corporation.

This instrument was given to me under my hand and seal of this office this 7th day of June, 2024.




Notary Public Signature



This page has been added to comply with the statutory requirement that the clerk shall stamp the recording information at the bottom of the last page.

This page becomes part of the document identified by the file clerk number affixed on preceding pages.

Filed and Recorded
Official Public Records
Bobbie Koepf, County Clerk
Comal County, Texas
06/11/2024 01:44:59 PM
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Bobbie Koepf