

**Reata Estates Association, Inc.**  
**Policy**  
**on**  
**Producing Copies of Association Records, Files, and Documents**

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**Preface**

Reata Estates Association, Inc. (the "association") will provide copies of any association records for members as required by state law. This policy sets forth the time frame, costs, and other restrictions for producing the records.

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**Privacy**

The association will respect and guard the privacy of members as required by state law which does not require the association to disclose financial records of a member to other members except in aggregate format.

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**Electronic or Paper Copies**

The association will provide electronic copies of documents when possible. If electronic copies are not available, paper copies will be provided.

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**Cost of Copies**

The association will provide paper copies of documents at the then current rate Staples office supply stores charge for self-serve copies. The association will provide electronic copies at no charge.

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**Available Documents**

Any member of the association may view and request copies of any record or files the association maintains on that member but not financial records of other members.

Lawsuits filed in court are public records, and the association has no control over those records.

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