

**HANNOVER FOREST HOMEOWNERS ASSOCIATION
RECORDS PRODUCTION POLICY
AND
FEE SCHEDULE**

1. **REQUESTS**

All requests from Owners must be in writing and sent by certified mail, return receipt requested. The request must identify the records to be inspected or produced and whether copies of same are required and the preferred format.

2. **RESPONSE**

The POA will respond within 10 business days from receipt of the request. This response will state:

- (a) when and where the records may be inspected;
- (b) provide the copies requested; or
- (c) inform the owner that 10 days is insufficient and provide another date within 15 days, when the records will be available.

3. **CONFIDENTIALITY**

Certain records will remain confidential, including attorney's files and communications, invoices for attorney's fees, unless they were assessed to the requesting owner, violation histories of owners, owners' personal financial information, owners' personal contact information and personnel files.

4. **FEES**

If the request is voluminous, payment from the owner for the copies will be required in advance. Fees shall be assessed pursuant to the following schedule:

Copies: 15¢ per page;
CD: \$20.00, plus reproduction fees;
Labor: \$100.00 per hour, billed in ½ hour increments; and
Postage and mailing materials at actual cost

FILED FOR RECORD
8:00 AM

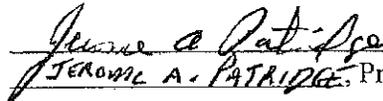
OCT 31 2011

Stan Stewart
County Clerk, Harris County, Texas

SEP 20 11 11:23 AM

If the fees are not assessed in advance the requesting owner will be billed. If the charges are not paid within thirty (30) days, the unpaid amount shall be added to the requesting owner's account.

This Records Production Policy was adopted by the Board of Directors on 9-28, 2011, and shall be effective on January 1, 2012.


~~JEROME A. PATRIDGE~~ President
HANNOVER FOREST
HOMEOWNERS ASSOCIATION

10/1/11

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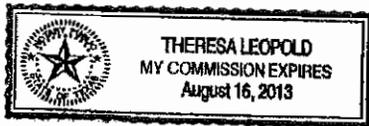
After Recording Return To:
Bradley R. Walton
17171 Park Row, Suite 250
Houston, Texas 77084

STATE OF TEXAS §

COUNTY OF HARRIS §

Before me, the undersigned authority, on this day personally appeared Jerome Patridge of Hannover Forest Homeowners Association, a Texas corporation, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that he/she had executed the same as the act of said corporation for the purpose and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office this 28 day of October, 2011.



Theresa Leopold
NOTARY PUBLIC in and for the
STATE OF TEXAS

RP 079-62 1205

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 herein by me, and was duly RECORDED, in the Official Public Records of Real Property of Harris County, Texas.

OCT 31 2011



Stan Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS

HANNOVER FOREST HOMEOWNERS ASSOCIATION RECORDS RETENTION POLICY

The Association shall maintain its records according to the following schedule:

RECORD	RETENTION PERIOD
Dedicatory Instruments and all amendments	PERMANENT
Account Records of Current Owners	FIVE (5) YEARS
Contracts with a term of 1 year or more	FOUR (4) YEARS AFTER EXPIRATION
Association Tax Returns and Tax Audits	SEVEN (7) YEARS
Financial Books and Records	SEVEN (7) YEARS
Minutes of Member Meetings and Board Meetings	SEVEN (7) YEARS

Upon expiration of the retention periods, the applicable documents shall be properly disposed of at a document destruction facility.

This Records Retention Policy was adopted by the Board of Directors on 9-28, 2011, and shall be effective on January 1, 2012.

June A. Patridge
JEROME H. PATRIDGE, President
 HANNOVER FOREST
 HOMEOWNERS ASSOCIATION

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After Recording Return To:
Bradley R. Walton
17171 Park Row, Suite 250
Houston, Texas 77084

FILED FOR RECORD
8:00 AM

OCT 31 2011

Stan Stewart
County Clerk, Harris County, Texas

RP 079-62 1206

STATE OF TEXAS §

COUNTY OF HARRIS §

Before me, the undersigned authority, on this day personally appeared Jerome Patridge of Hannover Forest Homeowners Association, a Texas corporation, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that he/she had executed the same as the act of said corporation for the purpose and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office this 28 day of October, 2011.



Theresa Leopold
NOTARY PUBLIC in and for the
STATE OF TEXAS

4021-29-62-1207

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

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OCT 31 2011



Stuart Stuart
COUNTY CLERK
HARRIS COUNTY, TEXAS