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**CANYON SPRINGS RESORT PROPERTY OWNERS' ASSOCIATION
RESOLUTION REGARDING RECORDS PRODUCTION AND COPYING POLICY**

STATE OF TEXAS: §

§

KNOW ALL PERSONS BY THESE PRESENTS:

COUNTY OF COMAL: §

Pursuant to Section 209.005(i), Texas Property Code, Canyon Springs Resort Property Owners Association Inc. (CSRPOA), acting through its Board of Directors, has adopted the following records production and copying policy to prescribe the costs the Association will charge for the compilation, production and reproduction of information requested under Section 209.005, to-wit:

(a) Copy charge.

1) Standard white paper copy. The charge for paper copies reproduced by means of an office machine copier or a computer printer is per page or part of a page, \$0.20c black and white, \$0.45c color. Each side that has recorded information is considered a page.

2) Non standard 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, or third party service provider charges that may be associated with a particular request. The charges for nonstandard copies are:

- A. USB Solid State Drive - \$10:00;
- B. Magnetic tape, data cartridge, --actual cost;
- C. Rewritable CD (CD-RW), Non-rewritable CD (CD-R) Digital video disc, Other electronic media--actual cost;
- D. Oversize paper copy (e.g.: 11 inches by 17 inches, greenbar, bluebar, maps and photographs using specialty paper)—actual cost;

(b) Labor charge for locating, compiling, manipulating data, and reproducing information.

1) The charge for labor costs incurred in processing a request for information is \$25.00 an hour. The labor charge includes the actual time to locate, compile, organize, redact, transport and reproduce the requested information.

2) When confidential information is mixed with non-confidential information in the same page, a labor charge may be recovered for time spent to redact, blackout, or otherwise obscure confidential information in order to release the non-confidential information. Confidential or potentially confidential information may require attorney review. Attorney charges for such review will be billed at actual cost.

(c) Overhead charge.

1) Whenever any labor charge or any third-party service provider charge is applicable to a request, the Association may include in the charges direct and indirect costs, in addition to the specific labor charge. This overhead charge would cover such costs as depreciation of capital assets, rent, maintenance and repair, utilities, and administrative overhead.

2) The overhead charge shall be computed at 20% of the total charges, including those made for materials, labor, third party services, miscellaneous and postal charges associated with a particular request.

(d) Remote document retrieval charge.

To the extent that the retrieval of documents results in a cost or labor charge to comply with a request, it is permissible to recover such costs.

(e) 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 information.

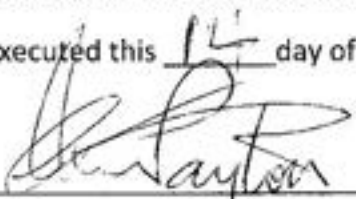
(f) Postal and shipping charges.

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

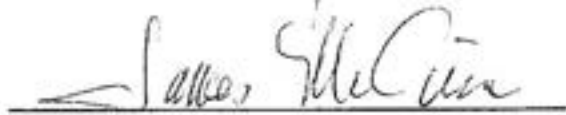
By their signatures below the President and Secretary of the Association certify that the foregoing was approved by the Board of Directors of the Association at a duly-called meeting of the Board of Directors at which a quorum of Directors was present, or by signed, unanimous written consent in lieu of a meeting.

Thus executed this 14 day of Oct, 2025

CSRPOA, President

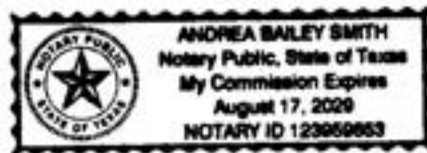

CHRISTOPHER PAYTON

CSRPOA, Secretary


L. Allen McCune

State of Texas :

County of Comal :



This instrument was acknowledged before me on the 14 day of May, 2021,
by Christopher, President of Canyon Springs Resort Property Owners Association Inc., on
behalf of said association.

Notary Public Signature

Andrea Bailey Smith

Printed Name

Andrea Bailey Smith

My commission expires:

August 17, 2029

**Canyon Springs Resort Property Owners' Association
Required Plans by TPC 209**

Now therefore: The board has chosen to approve The Texas Property Code 209 required plans as follows: Payment Plan Policy, Reproduction and Copying plan policy, and Records Retention plan policy. The policies/plans will filed with Comal County

Signed by Dwayne Nelson, Director: date 14 Oct 2025
Signed by Larry Harnick, Director: date Oct 14 2025
Signed by BH, Director: date 14 OCT 2025
Signed by [Signature], Director: date 14 OCT 2025
Signed by [Signature], Director: date 14 OCT 2025
Signed by April McCaw, Director: date 14/10/25
Signed by [Signature], Director: date 14/10/25
Signed by Deborah Frieschahn, Director: date 10/14/2025
Signed by [Signature], Director: date 10/16/2025

Disapprove:

Signed by _____, Director: date _____
Signed by _____, Director: date _____
Signed by _____, Director: date _____

Abstain:

Signed by _____, Director: date _____
Signed by _____, Director: date _____
Signed by _____, Director: date _____

Filed and Recorded
Official Public Records
Bobbie Koepp, County Clerk
Comal County, Texas
05/15/2026 09:23:20 AM
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Bobbie Koepp