

WESTFIELD TERRA COMMUNITY ASSOCIATION, INC.

PAYMENT PLAN POLICY

This payment plan policy was approved by the board of Directors for Westfield Terra Community Association, Inc., on the 28 day of July, 2011.

- 1) Owners are entitled to one approved payment plan to pay their annual assessments.
- 2) All payment plans require a down payment and monthly payments.
- 3) Upon request, all Owners are automatically approved for a payment plan consisting of 25 % down and \$35.00 processing fee with the balance paid off IN NO LESS THAN 3 AND NO MORE THAN 18 monthly installments.
- 4) If an owner defaults on the payment plan, the payment plan is automatically terminated and the Association is not obligated to make another payment plan with the owner for the next two years.
- 5) Alternative payment plan proposals must be submitted to and approved by the Association. The Association is not obligated to approve alternative payment plan proposals. No payment plan may be shorter than 3 months or longer than 18 months.
- 6) The Association cannot charge late fees during the course of a payment plan, but can charge interest at the rate it is entitled to under its Governing Documents and can charge reasonable costs of administering the payment plan. The term of a payment plan cannot be less than 3 months or more than 18 months.

WESTFIELD TERRA COMMUNITY ASSOCIATION, INC.

CERTIFICATION

"I, the undersigned, being the President of Westfield Terra Community Association, Inc., hereby certify that the foregoing Resolution was adopted by at least a majority of the Association Board of Directors."

By: , President

Print name: Mike Benoit

ACKNOWLEDGEMENT



Kathleen Lindbloom
7/28/11

WESTFIELD TERRA COMMUNITY ASSOCIATION, INC.
RECORDS RETENTION POLICY

This Records Retention Policy was approved by the board of Directors for Westfield Terra Community Association, Inc., on the 28 day of July, 2011.

The Association shall maintain its records as follows:

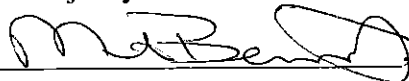
RECORD	RETENTION PERIOD
Certificate of Formation/ Articles of Incorporation, Bylaws, Declarations and all amendments to those documents,	PERMANENT
Association Tax Returns and Tax Audits	SEVEN (7) YEARS
Financial Books and Records	SEVEN (7) YEARS
Account Records of Current Owners	FIVE (5) YEARS
Contracts with a term of more than one year	FOUR (4) YEARS AFTER CONTRACT EXPIRES
Minutes of Member Meetings and Board Meetings	SEVEN (7) YEARS

Records not listed above are not subject to retention. Upon expiration of the retention date, the applicable record will be considered not maintained as a part of the Association books and records.

WESTFIELD TERRA COMMUNITY ASSOCIATION, INC.

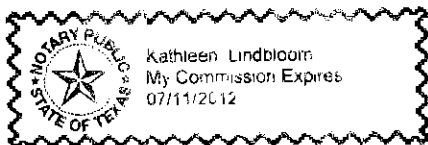
CERTIFICATION


"I, the undersigned, being the President of Westfield Terra Community Association, Inc., hereby certify that the foregoing Resolution was adopted by at least a majority of the Association Board of Directors."

By:  President

Print name: Mike Bensit

ACKNOWLEDGEMENT




7/28/11

WESTFIELD TERRA COMMUNITY ASSOCIATION, INC.
RECORDS PRODUCTION POLICY

This Records Production Policy was approved by the board of Directors for the Westfield Terra Community Association, Inc., on the 28 day of July, 2011.

Copies of Association records will be available to all Owners upon their proper request and at their own expense. A proper request:

- a. is sent certified mail to the Association's address as reflected in its most recent management certificate;
- b. is from an Owner, or the Owner's agent, attorney, or certified public accountant; and
- c. contains sufficient detail to identify the records being requested.

II. Owners may request to inspect the books and records or may request copies of specific records.

- If the owner makes a request to inspect the books and records, then the Association will respond within **10 business days** of the request, providing the dates and times the records will be made available and the location of the records. The Association and the owner shall arrange for a mutually agreeable time to conduct the inspection. The Association shall provide the owner with copies of specific documents upon the owner paying the Association the cost thereof.
- If an owner makes a request for copies of specific records, and the Association can provide the records easily or with no cost, then the Association will provide the records to the owner within 10 business days of the owner's request.
- If the owner makes a request for copies of specific records, the Association shall send a response letter advising on the date that the records will be made available (within **15 business days**) and the cost the owner must pay before the records will be provided. Upon paying the cost to provide the records, the Association shall provide the records to the owner.

III. The Association hereby adopts the following schedule of costs:

COPIES	10 cents per page, for a regular 8.5" x 11" page
	50 cents per page, for pages 11" x 17" or greater

EXHIBIT "D"

Actual cost, for specialty paper (color, photograph, map, etc...)

\$1.00 for each CD or audio cassette

\$3.00 for each DVD

LABOR

\$15.00 per hour for actual time to locate, compile and reproduce the records

(can only charge if request is greater than 50 pages in length)

OVERHEAD

20% of the total labor charge

(can only charge if request is greater than 50 pages in length)

MATERIALS

actual costs of labels, boxes, folders, and other supplies used in producing the records, along with postage for mailing the records

IV. The Association hereby adopts the following form of response to Owners who request to inspect the Association's Books and Records:

**WESTFIELD TERRA COMMUNITY ASSOCIATION, INC.
RESPONSE TO REQUEST FOR ASSOCIATION RECORDS**

April 11, 2012

Dear Homeowner:

On April 1, 2012, the Association received your request to inspect the books and records of the Association. The books and records of the Association are available for you to inspect on regular business days, between the hours of 9 a.m. and 5 p.m., at the office of Crest Management Company, 17171 Park Row, Suite 310, Houston, Texas 77084.

Please contact the Association manager at 281-579-0761 to arrange for a mutually agreeable time for you to come and inspect the books and records. Please be advised that if you desire copies of specific records during or after the inspection, you must first pay the associated costs before the copies will be provided to you. A schedule of costs is included with this response.

Very Truly Yours,

Westfield Terra Community Association, Inc,

- V. The Association hereby adopts the following form of response to Owners who request copies of specific records:

WESTFIELD TERRA COMMUNITY ASSOCIATION, INC.
RESPONSE TO REQUEST FOR ASSOCIATION RECORDS

April 11, 2012

Dear Homeowner:

On April 1, 2012, the Association received your request for copies of specific Association records. We are unable to provide you with the requested records within 10 business days of your request. However, the requested records will be available to you no later than 15 business days after the date of this response.

In order to obtain the records you must first pay the Association the cost of providing the records to you. The estimated cost to obtain the records you requested is \$. Upon receiving payment, the Association will mail the requested documents to you. You may also make payment and pick up the documents in person at the office of Crest Management Company, 17171 Park Row, Suite 310, Houston, Texas 77084.

Very Truly Yours,

Westfield Terra Community Association, Inc.

- VI. If the estimated cost provided to the Owner is more or less than the actual cost of producing the documents, the Association shall, within 30 days after providing the records, submit to the owner either an invoice for additional amounts owed or a refund of the overages paid by the Owner,
- VII. Unless authorized in writing or by court order, the Association will not provide copies of any records that contain the personal information of an owner, including restriction violations, delinquent assessments, financial information, and contact information.

WESTFIELD TERRA COMMUNITY ASSOCIATION, INC.

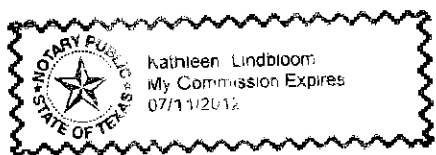
CERTIFICATION


"I, the undersigned, being the President of Westfield Terra Community Association, Inc. , hereby certify that the foregoing Resolution was adopted by at least a majority of the Association Board of Directors."

By:  President

Print name: Mike Benoit

ACKNOWLEDGEMENT




7/28/11