

(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 \$20.00 per hour. The labor charge includes the actual time to locate, compile, manipulate data, and reproduce the requested information.
- (2) A labor charge shall not be billed in connection with complying with requests that are for 50 or fewer pages or paper records, unless the documents to be copied are located in:
 - (A) Two or more separate buildings that are not physically connected with each other; or
 - (B) A remote storage facility
- (3) A labor charge shall not be recovered for any time spent by an attorney, legal assistant, or any other person who reviews the requested information to determine whether VWOA will raise any exceptions to disclosure of the requested information.
- (4) 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. A labor charge shall not be made for redacting confidential information for request of 50 or fewer pages, unless the request the documents to be copied are located in:
 - (A) Two or more separate buildings that are not physically connected with each other; or
 - (B) A remote storage facility.
- (5) For purposes of paragraph (2)(A) of this subsection, two buildings connected by the covered or open sidewalk, an elevated or underground passageway, or a similar facility, are not considered to be separate buildings.

(C) Overhead Charge

- (1) Whenever any labor charge is applicable to a request, VWOA 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. If VWOA chooses to recover such costs, a charge shall be made in accordance with the methodology described in paragraph (3) of this subsection.
- (2) An overhead charge shall not be made for requests for copies of 50 fewer pages of standard paper records unless the request also qualifies for a labor charge.
- (3) The overhead charge shall be computed at 20% of the charge made to cover any labor costs associated with a particular request. For example: if one hour of labor is used for a particular request, the formula would be as follows: Labor charge for locating, compiling, and reproducing,

(D) Remote document retrieval charge.

To the extent that the retrieval of documents results in a charge to comply with a request, it is permissible to recover costs of such services for requests that qualify for labor charges.

(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.

VWOA 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 the 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 31 day of December, 2011.

Any provision herein which restricts the sale, or use of the described real property because of race is invalid and unenforceable under Federal law
STATE OF TEXAS, COUNTY OF BEXAR
I hereby Certify that this instrument was FILED In File Number Sequence on this date and at the time stamped hereon by me and was duly RECORDED In the Official Public Record of Real Property of Bexar County, Texas on:

JAN 04 2012



Gerard C. Rickhoff
COUNTY CLERK BEXAR COUNTY, TEXAS

Villages of Westcreek Homeowner's Association

By: *John Steele*
John Steele, VWOA President

Attest:

By: *Kenneth Fowler*
Kenneth Fowler, VWOA Secretary

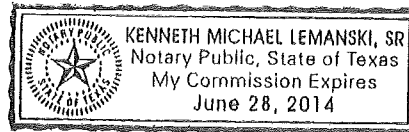
STATE OF TEXAS §
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COUNTY OF BEXAR §

Doc# 20120001335 Fees: \$24.00
01/04/2012 10:59AM # Pages 3
Filed & Recorded in the Official
Public Records of BEXAR COUNTY
GERARD C. RICKHOFF COUNTY CLERK

I hereby certify that the foregoing instrument was acknowledged before me, the undersigned Notary, by John Steele, President, Villages of Westcreek Owner's Association, on the date of execution set forth above.

Kenneth M. Lemanski, SR
Notary Public, State of Texas

STATE OF TEXAS §
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COUNTY OF BEXAR §



I hereby certify that the foregoing instrument was acknowledged before me, the undersigned Notary, by John Steele, President, Villages of Westcreek Owner's Association, on the date of the execution set forth above.

Kenneth M. Lemanski, SR
Notary Public, State of Texas

AFTER RECORDING RETURN TO:
Villages of Westcreek Homeowner's Association
12395 Military Dr. W
San Antonio, TX 78253

