

## Mountain Crest Community Association (MCCA)

### Request to Review Minutes of Board Meetings

Any property owner may request a copy the minutes of Board of Directors (BOD) meetings as prescribed below:

**Copies of Association records will be available to all Owners upon 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.

**The following schedule of costs shall apply:**

COPIES 10 cents per page, for a regular 8.5 " x 11" page

50 cents per page, for pages 11" x 17: or greater

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

\$5.00 for each CD or audio cassette

\$10.00 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.

Mailing address for written request:

Mountain Crest Community Association

PO Box 2251

Wimberley, TX 78676-2251