<center>**APPENDIX "A"**</center>

<center>**FEE SCHEDULE**</center>

A.   <u>Copy charge</u>.

   (1)   Standard paper copy. The charge for standard paper copies reproduced by means of an office machine copier or a computer printer is $.10 per page or part of a page. Each side that has recorded information is considered a page. HOWEVER, should an outside copy service be required, the actual cost charged for the copies shall be the cost for the copies.

   (2)   Nonstandard 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, that may be associated with a particular request. The charges for nonstandard copies are:

   (A)   Diskette- -$1.00;
   (B)   Magnetic Tape- -actual cost;
   (C)   Data cartridge- -actual cost;
   (D)   Tape cartridge- -actual cost;
   (E)   Rewritable CD (CD-RW) - -$1.00;
   (F)   Non-rewritable CD (CD-R)- -$1.00;
   (G)   Digital Video Disc (DVD)- -$3.00;
   (H)   JAZ drive- -actual cost;
   (I)   Other electronic media- -actual cost;
   (J)   VHS video cassette- -$2.50;
   (K)   Audio cassette- -$1.00;
   (L)   Oversize paper copy (e.g.: 11 inches by 17 inches, greenbar, bluebar, not including maps and photographs using specialty paper- -See also §70.9 of this title)- -$.50;
   (M)   Specialty paper (e.g. Mylar, blueprint, map, photographic- -actual cost;
   (N)   Flash or Thumb Drive - - actual costs.

B.   <u>Labor charge for programming</u>. If a particular request requires the services of a programmer in order to execute an existing program or to create a new program so that requested information may be accessed and copied, the Association may charge for the programmer's actual charges, to be itemized, but in no event to be more than $28.50 per hour. The Association may require advance payment of a deposit for the approximate charge for the programmer's work.

C.   <u>Labor charge for locating, compiling, manipulating data, and reproducing public information</u>.

   (1)   The charge for labor cost incurred in processing a request for public information is $15 an 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 of paper records, unless the documents to be copied or located in:

    (A)   Two or more separate buildings that are not physically connected with each other; or

    (B)   A remote storage facility. For purposes of paragraph (2)(A) of this subsection, two buildings connected by a covered or open sidewalk, an elevated or underground passageway, or a similar facility, are not considered to be separate buildings.

(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:

    (A)   To determine whether the Association will raise any exceptions to disclosure of the requested information under Section 209.005, Texas Property Code; or

    (B)   To research or prepare a request for a ruling by the a court of competent jurisdiction.

(4)   When confidential information pursuant to a mandatory exception of the Texas Property Code is mixed with public 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 public information. A labor charge shall not be made for redacting confidential information for requests of 50 or fewer pages, unless the request also qualifies for a labor charge pursuant to this Fee Schedule.

D.   <u>Overhead charge</u>.

(1)   Whenever any labor 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. If the Association 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 or fewer pages of standard paper records unless the request also qualifies for a labor charge pursuant to this resolution.

(3)   The overhead charge shall be computed at 20% of the charge made to cover any labor costs associated with a particular request. 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, $15.00 x .20 = $3.00; or Programming labor charge, $28.50 x $.20 = $5.70. If a request requires one hour of labor charge for locating, compiling, and reproducing information ($15.00); and one

hour of programming labor charge ($28.50), the combined overhead would be: $15.00 + $28.50 = $43.50 x $.20 = $8.70.

E.   Microfiche and microfilm charge.

(1)   If the Association already has information that exists on microfiche and microfilm and has copies available for sale or distribution, the charge for a copy must not exceed the cost of its reproduction. If no copies of the requested microfiche or microfilm are available and the information on the microfiche or microfilm can be released in its entirety, the Association should make a copy of the microfiche or microfilm. The charge for a copy shall not exceed the cost of its reproduction. If the Association does not have microfiche and/or microfilm reproduction capacities, then the actual cost for contracting such services shall be paid by the property owner requesting the records.

(2)   If only a master copy of information in microfilm is maintained, the charge is $.10 per page for standard size paper copies, plus any applicable labor and overhead charge for more than 50 copies.

F.   Remote document retrieval charge.

(1)   Due to limited on-site capacity of storage documents, it is frequently necessary to store information that is not in current use in remote storage locations. Every effort should be made by the Association to store current records on-site. 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 under current law.

(2)   If the Association has a contract with a commercial records storage company, whereby the private company charges a fee to locate, retrieve, deliver, and return to storage the needed record(s), no additional labor charge shall be factored in for time spent locating documents at the storage location by the private company's personnel. If after delivery to the Association, the boxes must still be searched for records that are responsive to the request, a labor charge is allowed according to subsection (C)(1) above.

G.   Computer resource charge.

(1)   The computer resource charge is a utilization charge for computers based on the amortized cost of acquisition, lease, operation, and maintenance of computer resources, which might include, but is not limited to, some of all of the following: central processing units (CPUs), servers, disk drives, local area networks (LANs), printers, tape drives, other peripheral devices, communications devices, software, and system utilities.

(2)   These computer resource charges are not intended to substitute for cost recovery methodologies or charges made for purposes other than responding

to public information requests.

(3)   The charges in this section are averages. The Association shall determine which category(ies) of computer system(s) used to fulfill the public information request most closely fits its existing system(s), and set its charge accordingly. Type of System- -Rate: mainframe- -$10 per CPU minute; Midsize- -$1.50 per CPU minute; Client/Server- -$2.20 per clock hour; PC or LAN- -$1.00 per clock hour.

(4)   The charge made to recover the computer utilization cost is the actual time the computer takes to execute a particular program times the applicable rate. The CPU charge is not meant to apply to programming or printing time; rather it is solely to recover costs associated with the actual time required by the computer to execute a program. This time, called CPU time, can be read directly from the CPU clock, and most frequently will be a matter of seconds. If programming is required to comply with a particular request, the appropriate charge that may be recovered for programming time is set forth in subsection (d) of this section. No charge should be made for computer print-out time. Example: If a mainframe computer is used, and the processing time is 20 seconds, the charges would be as follows: $10 / 3 = $3.33; or $10 / 60 x 20 = $3.33.

(5)   If the Association does not have in-house computer capabilities, and it becomes necessary to contract with a private company for such services, the property owner requesting the records shall deposit sufficient funds to cover the estimated cost of such computer service.

H.   <u>Miscellaneous supplies</u>. 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 public information.

I.   <u>Postal and shipping charges</u>. The Association may add any related postal or shipping expenses which are necessary to transmit the reproduced information to the requesting party.

K.   <u>Miscellaneous charges</u>. If the Association accepts payment by credit card for copies of Association information and is charged a "transaction fee" by the credit card company, the Association may recover that fee.