



Dana DeBeauvoir
Dana DeBeauvoir, County Clerk
Travis County, Texas

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STATE OF TEXAS §

COUNTY OF TRAVIS §

**NOTICE OF DEDICATORY INSTRUMENTS
OF
THE CAMBRIDGE CONDOMINIUMS COUNCIL OF OWNERS
Rules, 2021**

Document reference. Reference is hereby made to that certain Amendment to Declaration of Condominium Cambridge Condominiums, recorded at Vol. 10965, Pg. 1210 in the Real Property Records, and the Amendment to Declaration of Condominium Cambridge Condominiums, recorded as Document No. 2020203869, Official Public Records, both of Travis County, Texas (together with all amendments and supplemental documents thereto, the "**Declaration**").

Reference is hereby made to rules previously adopted by the Association, filed of record as Document No. 2020203870 in the Official Public Records of Travis County, Texas (together with all amendments and supplemental documents thereto, the "**Rules**").

WHEREAS the Declaration provides that owners of units subject to the Declaration are automatically made members of The Cambridge Condominiums Council of Owners (the "**Association**");

WHEREAS the Association, acting through its board of directors (the "**Board**"), is authorized to adopt and amend rules and regulations governing the property subject to the Declaration and the operations of the Association pursuant to Texas Property Code Ch. 82; and

WHEREAS the Board has voted to adopt the rules set forth in Exhibit "A" to supplement the previously-recorded Rules. To the extent of any conflict with previously-recorded rules, the rules on Exhibit "A" control.

THEREFORE the attached amendment to the Rules has been, and by these presents is, adopted and approved.

The Cambridge Condominiums Council of Owners
Acting by and through its Board of Directors

SIGNATURE: *JM*
NAME: Jeannine Miller
TITLE: President

Exhibit "A": Rules

Acknowledgement

STATE OF TEXAS §
COUNTY OF TRAVIS §

This instrument was acknowledged before me on the 24th day of AUGUST, 2021, by Jeannine Miller in the capacity stated above.

[Signature]
Notary Public, State of Texas

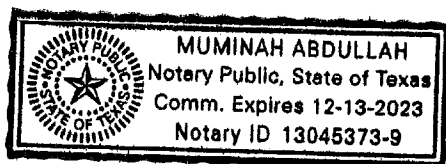


EXHIBIT "A"

RULES OF
THE CAMBRIDGE CONDOMINIUMS COUNCIL OF OWNERS

TABLE OF CONTENTS

- **Record Production**
- **Record Retention**

RECORD PRODUCTION

1. Request for Records. The Owner or the Owner's authorized representative requesting Association records must submit a written request by certified mail to the mailing address of the Association or authorized representative as reflected on the most current filed management certificate. The request must contain:
 - a. sufficient detail to describe the books and records requested, and
 - b. an election either to inspect the books and records before obtaining copies or to have the Association forward copies of the requested books and records.
2. Timeline for Record Production.
 - a. If inspection requested. If an inspection is requested, the Association will respond within 10 business days by sending written notice by mail, fax, or email of the date(s) and times during normal business hours that the inspection may occur. Any inspection will take place at a mutually agreed on time during normal business hours, and the requesting party must identify any books and records the party desires the Association to copy.
 - b. If copies requested. If copies are requested, the Association will produce the copies within 10 business days of the request.
 - c. Extension of timeline. If the Association is unable to produce the copies within 10 business days of the request, the Association will send written notice to the Owner of this by mail, fax, or email, and state a date, within 15 business days of the date of the Association's notice, that the copies or inspection will be available.
3. Format. The Association may produce documents in hard copy, electronic, or other format of its choosing.
4. Charges. Per state law, the Association may charge for time spent compiling and producing all records and may charge for copy costs if copies are requested. Those charges will be the maximum amount then-allowed by law under the Texas Administrative Code. The Association may require advance payment of actual or estimated costs. As of January 2021, a summary of the maximum permitted charges for common items are:
 - a. Paper copies - 10¢ per page
 - b. CD - \$1 per disc
 - c. DVD - \$3 per disc
 - d. Labor charge for requests of more than 50 pages - \$15 per hour
 - e. Overhead charge for requests of more than 50 pages - 20% of the labor charge
 - f. Labor and overhead may be charged for requests for fewer than 50 pages if the records are kept in a remote location and must be retrieved from it
5. Private Information Exempted from Production. Per state law, the Association has no obligation to provide information of the following types:
 - a. Owner violation history
 - b. Owner personal financial information
 - c. Owner contact information including the owner's address
 - d. Information relating to an Association employee, including personnel files

6. Existing Records Only. The duty to provide documents on request applies only to existing books and records. The Association has no obligation to create a new document, prepare a summary of information, or compile and report data.

RECORD RETENTION

1. Record Retention. The Association will keep the following records for at least the following time periods:
 - a. Contracts with terms of at least one year; 4 years after expiration of contract
 - b. Account records of current Owners; 5 years
 - c. Minutes of Owner meetings and Board meetings; 7 years
 - d. Tax returns and audits; 7 years
 - e. Financial books and records (other than account records of current Owners); 7 years
 - f. Governing documents, including Articles of Incorporation/Certificate of Formation, Bylaws, Declaration, Rules, and all amendments; permanently
2. Other Records. Records not listed above may be maintained or discarded in the Association's sole discretion.

/Volumes/File Server/CLIENTS/Cambridge Condominiums Council of Co-Owners AKA Cambridge Tower/Legislative Rules
2021/RulesLegisCambridgeTower2021.docx