

June 2, 2025

Rolling Hills Colony Property Owners' Association, Inc.  
TRINA SMART, Registered Agent  
24738 Donegal Street  
Hempstead, TX 77445

**Request for Copies of Records**

In accordance with the Texas Residential Property Owners Protection Act, I am requesting copies of the following records regarding the Rolling Hills Colony Property Owners' Association, Inc.:

1. All formation documents, including Articles of Incorporation, Certificate of formation, Bylaws, Declarations and/or Restrictive Covenants
2. All lawful amendments to formation documents, including Articles of Incorporation, Certificate of formation, Bylaws, Declarations and/or Restrictive Covenants
3. All bank account Registrations, Agreements, Resolutions, and/or Authorizations for Accounts
4. All financial records, bank statements and financial transactions, to include detailed receipts, invoices, bills and approved expense reports for each expense transaction and property owner name for each income transaction
5. All bills and invoices paid, including but not limited to electricity provider, pool and facilities maintenance and repairs, website fees, liability insurance carrier(s), attorneys
6. Any and all unpaid bills and invoices
7. All signed contracts
8. All minutes of meetings of the owners
9. All minutes of meetings of the board
10. Any and all audio recordings of meetings of the board
11. Name and Address of all current property owners
12. All financial audit findings
13. List of approved capital expenditures for the current fiscal year
14. Current approved operating budget
15. All Certificates of Insurance
16. Current Management Certificate
17. All IRS tax returns
18. All correspondence to and/or from the IRS

*James Basham*

*James Basham*

19. All correspondence to and/or from the Texas Secretary of State
20. All adopted policies and procedures, along with each amendment to each adopted policy and procedure
21. All community rules and regulations for use of facilities, amenities and property owned by the Association, along with each amendment to each rule and regulation for use of facilities, amenities and property owned by the Association


Any electronic copies of records may be sent to basham4rollinghillsowners@gmail.com.

### **Request for Inspection of Records**

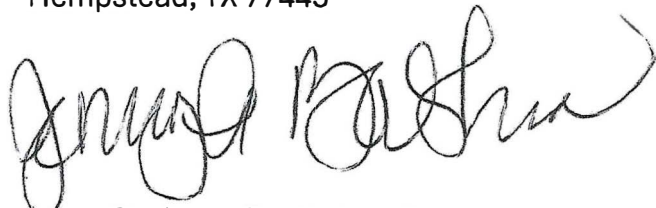
In accordance with the Texas Residential Property Owners Protection Act, I am requesting access to inspect the following records regarding the Rolling Hills Colony Property Owners' Association, Inc.:

1. QuickBooks Online software
2. Any other software used to manage any part of the property owners' association

Thank you,



James Basham, Property owner  
24698 Donegal Street  
Hempstead, TX 77445



Jenny Basham, Property owner  
24698 Donegal Street  
Hempstead, TX 77445