

Trinity Cove Improvement Association

PO Box 334

Trinity, Texas 75862-3278

936-594-3278

Tcia2012@yahoo.com

Procedure required to inspect TCIA books:

- Regular Cove business cannot be conducted in office while inspecting books therefore \$50.00 will be charged in advance for one hour rent at the recreation center.
- There will be a charge of \$12.00 for one hour of office manager's time, which will be paid in advance.
- There will be a \$50.00 deposit to pay for any copying, which will be paid in advance. Each copy made will be charged against the deposit at rate of .25 cents per copy. What isn't used will be refunded to property owner.
- Only one hour may be scheduled at a time. Regular Cove business cannot be conducted in office while inspection of books is taking place. Any more time required will be scheduled at a later date.
- A Registered letter must be mailed by person requesting to inspect books and he/she may only be accompanied by an attorney. The inspector will have to explain what they want to inspect with specific dates and reasons why for each item listed in the Registered letter.
- TCIA has ten days to comply, but may request more time if needed.
- No copies may be requested until after the inspection is complete. The BODs have the right to refuse anything being copied that might potentially be publicized.
- The person inspecting the books must sign a confidentially agreement before the inspection, receiving, dissemination, and/or reading of records. Under no circumstances will information be given out directly regarding property owners, due to confidentiality.
- If anyone else wants to inspect TICA's books they must follow the same procedure as outlined above.



5/21/19

Leslie F Barnard – TCIA President/Secretary

Date

Leslie Barnard – President, Richard Palmer – Vice President, Leslie Barnard – Secretary, Don Kargel - Treasurer, Ronald Valentine -Director, Odis Murphy – Director, Larry Boren - Director