

Examination, Inspection and Copying of Association Records, Policies and Procedures

Any record not available on the Association website may be requested by a member through a written request to the Board at its mailing address as posted on the Association website. Written requests must use the record request form.

Appendix B: Record Request Form

Inspection will be allowed of any record not deemed confidential in nature by the board. Copying may be denied in cases the Board determines copying may constitute an invasion of privacy.

Any requests made for documents and records available on the community website will be referred to the website. No record will be posted to the website or made available to the public before it has been approved by the Board.

The following records will be permanently maintained by the Association unless stated otherwise:

- Minutes of all Board Meetings.
- Minutes of all General Membership Meetings.
- A record of all actions taken by a committee of the Board.
- A record of all actions taken the members of the Board by written consent instead of a meeting.
- A record of all waivers of meeting notices of members, board members or committee members.
- Articles of Incorporation
- Declaration and Covenants
- Resolutions adopted by the board that affect unit owners.
- The minutes of all lot owners' meetings and records of actions taken by unit owners without a meeting for the past three years.

POLICY AND PROCEDURES

- All written communications within the past three years to unit owners.
- A list of the names and business or home addresses of its current directors and officers.
- The Associations most recent annual report, if any.
- All financial reviews conducted during the immediately preceding three years.

The Association will maintain a record of lot owners that allows for a preparation of a list of lot owners that shows the number of votes each lot owner is entitled to.

Association records will be kept in written form or another form that can be converted to written form.

The Association will make all financial and other records available during normal business hours or during the next regularly scheduled Owner or Board meeting occurring within 30 days of the Owner's request, at the discretion of the Board for examination and copying by any unit owner if the following conditions are met: 1) the request was made in good faith and for a proper purpose; 2) the request describes with reasonable detail the records sought and why; and 3) the records are relevant to the purpose of the request.

The Association will endeavor to keep the most recent and pertinent records available on its website. The cost of and process of copying any other material requested and granted shall be the responsibility of the member requesting the document. The Association may require pre-payment. If it is necessary to remove a document from its place of storage for copying, a board member will be responsible for the document until its return.

This inspection and copying of association records policy is subject to review and modification by the Board of Directors.