

Franklin Park West (FPW) Homeowners Community

Inspection of Records Policy

The following is the Franklin Park West (FPW) HOA policy for inspecting HOA records. FPW HOA will keep permanent records in paper or electronic form, and copies will be maintained by HOA Management and the FPW HOA Board. Owners or their agents may request to inspect FPW HOA records. At or before the execution of a contract for sale, and if not, before closing, every bona fide condominium unit buyer will be provided a copy of the By-laws, together with any amendments there to and other governing documents.

Records for Inspection.

- HOA governing records (Articles of Incorporation, Bylaws, Conditions, Covenants & Restrictions, Rules and Regulations, Policies & Procedures).
- HOA Board resolutions which affect the membership.
- The last 3 years of minutes of all owner and General Board meetings.
- The last 3 years of written communication to HOA members.
- Actions taken by the Board or Owners by written ballots in lieu of holding a meeting.
- A list of HOA Board of Directors' names and contact information and the officers.
- A record of the person(s) who allows the preparation of a list of the HOA members and their contact information and the number of votes each has.
- The last 3 years of all the financial reports, audits, and reviews that were conducted.
- 7 years of past taxes.
- The latest annual report if any, of the Board.
- The most recent HOA reserve study.

Records which are not open for inspection.

- Personnel, salary, or medical records relating to specific individuals.
- Personal identification and account information of HOA members, including bank account information, telephone numbers, electronic mail addresses, driver's license numbers, and social security numbers.
- Records that are between the Board of Directors and an attorney.
- Records that are of a personal nature shared with the Board by an HOA member.

Use of Membership Lists.

- Without the consent of the HOA board of directors, a membership list (or any part of that list) may not be obtained or used by any person for any purpose unrelated to a unit owner's interest as a unit owner.
- A membership list may not be used to solicit money or property from owners unless the money or property is used solely to solicit the votes of the unit owners in an election to be held by the FPW HOA.

- A membership list may not be used for any commercial purpose.
- A membership list may not be sold to or purchased by any person.

Procedure for requesting FPW HOA Records.

- The request to inspect FPW HOA records must be made in writing to HOA management. The written request must include who is making the request, what records are being requested, why the records are being requested, and the address where the records will be viewed. The reason for the review must be FPW HOA related. A signed acknowledgement for the unit owner, not the agent, must be on record that the records will not be used for improper purposes.
- FPW HOA shall make the records available within five (5) business days of the request or during the next regularly scheduled HOA meeting occurring within 30 days of the written request. The Unit Owner will be notified in writing, when and where, the records will be available for inspection.
- The Unit Owner will be responsible for "reasonable" costs related to assembling, producing, and copying records.

Approved and adopted by the FPW HOA Board of Directors

President *Mary A. G.* date *2-28-2024*

Vice President *J. W. W.* date *2-28-24*

Secretary *Josie B. B.* date *2-28-24*

At Large *William J. Farrell* *2-28-24*