

Inspection of Records Policy

The following procedures have been adopted by the Association pursuant to the provisions of Colorado Revised Statutes (C.R.S.) for Colorado Common Interest Owners Acts (CCIOA) compliance.

1. Scope:

To adopt a procedure and policy to be followed when retaining records and when records are requested to be reviewed.

2. Specifics:

The following records for the Association will be kept as permanent records either in paper or electronic form, and copies will be maintained in its principal office:

- Articles of Incorporation
- Bylaws Restated May 18, 2009
- Conditions, Covenants & Restrictions Restated May 18, 2009
- Board Resolutions affecting Association Members
- Minutes of all Owner and Board Meetings for the past 3 years
- All written communication to Association Members as a whole in the last 3 years.
- All actions taken by the Board or Owners by written ballots instead of holding a meeting.
- A list of the names and businesses or home addresses of the current Board Members and its officers.
- A record of all Association members that allows the preparation of a list of the names and addresses of all unit owners as well as the number of votes each has.
- All financial reports, audits and reviews conducted in the last 3 years.
- Most recent annual report, if any, of the Board.

Owners or their agents may request to inspect records or copies of records; requests must be made in writing to the Management company. The records may be physically inspected only at the manager's office during normal business hours, or during the next regularly schedule Owner or Board meeting occurring within 30 days of the Owner's request, at the discretion of the Board.

The written request must include who is making the request, proof of authorization to make the request, unit address within the community, what records are being requested to be reviewed, a description of the documents being requested and the reason for the review. The review of records may only be for proper purposes and must be Association related. A signed acknowledgement from the unit owner, not the agent, must be on record that the records will not be used for improper purposes.

Association records, including membership lists, shall not be used by any Owner for:

- Any purpose unrelated to an Owner's interest as an Owner
- Any commercial purpose
- The purpose of giving, selling, or distributing such Association records to any person, or
- Any improper purpose as determined in the sole discretion of the Board

Those items that are between the Board of Directors and an attorney are not open for review. Items that are of a personal nature shared with the Board by a specific Association member will not be open for review.

The Association shall make the records available within five (5) business days of the Owner's request 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. The Board shall advise the Owner of the time and place of such inspection in writing within five (5) business days of the Owner's request.

3. Definitions:

Unless otherwise defined in this Resolution, initially capitalized or terms defined in the Declaration shall have the same meaning therein.

4. Supplement to Law:

The provisions of this Resolution shall be in addition to, and in supplement of the terms and provisions of, the Declaration and the law of the State of Colorado governing the Project.

5. Deviations:

The Board may deviate from the procedures set forth in this Resolution if, in its sole discretion, such deviation is reasonable under the circumstances.

6. Amendment:

The Board of Directors may amend this procedure from time to time.

Board of Directors Certification:

Approved and adopted by the Board of Directors and in witness thereof, the undersigned have subscribed their names:

CANYON VIEW ESTATES HOMEOWNERS ASSOCIATION, INC

President: *James A. Richardson* Date: *10/23/2020*
Vice President: *Kristy M. Oliver* Date: *10/23/2020*
Secretary: *Fanise E. Kiehe* Date: *10/23/2020*