

INSPECTION AND COPYING OF ASSOCIATION RECORDS

Policy: The Association will maintain records of its activities and make those records available to Members.

Procedure:

Records Maintained. The Association will maintain the following records in written form, or in some other form capable of being made into a written form within a reasonable time:

- i. The Association's vital information including its name, the name and address of the Association's designated agent, if any, a valid physical address for both the Association and its designated agent or management company, if any, and the initial recording date and Book/Page location of the Declarations.
- ii. Other general information including: the date of the beginning of the Association's fiscal year, the operating budget for the current fiscal year, a list, by unit type, of the Association's current assessments, the Association's annual financial statements for the preceding fiscal year including any amounts held in reserve.
- iii. Accounting records, using generally accepted accounting principles (GAAP), cash, cash accrual, or any other method required or permitted by law.
- iv. Financial records sufficiently detailed to permit the Association to produce statements of delinquent assessments, and any statements of delinquent assessments that are produced.
- v. Minutes of all meetings of the Members, and records of all actions taken without a meeting, except executive sessions of the Board or a committee of the Board [the Board of Directors, or any Committee of the Board], including records of any waiver of notice for any such meeting. Records of meetings will be kept for three (3) years.
- vi. A record of Unit Owners sufficient to allow the Association to produce a list showing the names, addresses, and votes allocated to each Owner.
- vii. Records of the Association's governing documents. This includes the Articles of Incorporation and any Articles of Amendment to the same, the Declarations and any amendments to the same, the Bylaws and any amendments, and these Policies, Procedures, Rules, and Regulations as most recently amended.

- viii. Any resolution of the Board which impacts the rights and obligations of the Members.
- ix. All written communications to the Members, in their role as Members, during the preceding three (3) years.
- x. A list of the names, and business or home addresses, of the current Board of Directors and any Officers of the Association.
- xi. The most recent annual report, if any.
- xii. A copy of all financial reviews or audits of the Association's financial records.
- xiii. A list of all Association insurance policies including company names, policy limits, policy deductibles, additional named insureds, and expiration dates.

Records Made Available. The foregoing records will be available to the Members during normal business hours within five (5) business days of a Member's request or at the next regularly scheduled Owner or Board meeting, if the next such meeting is scheduled within thirty (30) days of the Member's request, in the sole discretion of the Board of Directors. 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. Provided however, that Members must request the records in good faith and for a proper purpose related to their role as Members of the Association. The request must further state, with reasonable particularity, the records sought and the purpose of the request. The Board may review the Member's motives and make a determination as to whether or not the request to inspect the Association's records meets these requirements. Under no circumstances will the Board unduly limit access to Association records; however, minutes and other records of executive sessions of the Board will not be kept, and if any are kept, they will not subject to inspection or copying by Members.

Improper purposes. Association records, including membership lists, shall not be used by a Member for:

- (1) Any purpose unrelated to a Member's interest as an Owner;
- (2) The purpose of soliciting money or property unless such money or property will be used solely to solicit the votes of the Members in an election to be held by the Association;
- (3) Any commercial purpose;
- (4) For the purpose of giving, selling, or distributing such Association records to any person; or

- (5) Any improper purpose as determined in the sole discretion of the Board of Directors of the Association.

Charges for Copying. When a Member inspects the Association's records as provided for above, the Member may make copies of the records if they so desire. The Association may charge a reasonable fee, not to exceed the actual cost per page (which includes the expenses associated with the use of the copy machine, paper, toner/ink, labor employed in making the copies, and any other actual costs of copying), for copies. This fee may be collected in advance.

Time Periods for Retention. The Association will retain the above described records for the period of time described below:

- i. Governing Documents. The Association will permanently maintain copies of its Articles of Incorporation and any Articles of Amendment to the same, the Declarations and any amendments to the same, the Bylaws and any amendments, and the Policies, Procedures, Rules, and Regulations as most recently amended.
- ii. Member Information. A list of the Association's Members, including their mailing addresses and e-mail addresses, if provided, as well as a list of the Association's Board of Directors and Officers, including their home or business address will be maintained for a period of seven (7) years, to be updated annually.
- iii. Minutes. Minutes of any meeting of the Board of Directors, the Members of the Association, or any Committee of the Board, or records of any action by consent in lieu of a meeting of the Board, the Members, or a Committee of the Board, except records of any executive session of the Board or a committee of the Board, will be maintained permanently.
- iv. Accounting Records. A general ledger of accounting entries, along with a record of cash receipts and disbursements, and any financial reports, audits or reviews will be maintained permanently. Accounts receivable and accounts payable, member invoices, vendor's invoices, petty cash receipts, expense reports, canceled checks, bank statements, and deposit slips will be maintained for seven (7) years.
- v. Insurance Information. All insurance policies, reports, records of claims, accident reports, coverage information and any other insurance document, whether the policy is currently in force or not, will be kept for seven (7) years from the date the policy expired, the date of any accident, or the date of the settlement of any claim.

- vi. Contracts. The Association will maintain records of its contracts, including any leases, service contracts, contracts for the purchase of goods, warranties, or any other contract or agreement for a period of seven (7) years following the termination of any contract or the expiration of any agreement.
- vii. Property Records. Records or certificates of title related to any inventory, equipment, or other personal property owned by the Association along with records of any real property owned by the Association, including appraisals, blueprints, surveys, deeds, permits and other documents will be maintained for seven (7) years after the date the Association disposes of the real or personal property.

Adopted on _____

Secretary