

CENTENNIAL GLEN HOMEOWNERS ASSOCIATION

RESOLUTION # 2018-6 FOR THE ADOPTION OF A POLICY REGARDING THE INSPECTION AND
COPYING OF ASSOCIATION RECORDS

EFFECTIVE DATE: 19 NOVEMBER 2018

In accordance with the Colorado Common Interest Ownership Act and Article 11 of the Bylaws of the Association, the Board of Directors hereby adopts the following policy regarding the homeowner's right to inspect and copy Association records and adopts a standard procedure to be followed when an owner chooses to inspect or copy Association records. This Resolution replaces Centennial Glen HOA Resolution # 2016-6, dated 10 August 2016, addressing the same subject.

1. ASSOCIATION RECORDS. The following are the records of the association which shall be deemed to be the sole records of the Association subject to inspection by Owners.
 - A. Records of receipts and expenditures affecting the operation and administration of the Association.
 - B. Minutes of member meetings and Board of Director meetings (posted on the website).
 - C. Records of actions taken by Owners without a meeting, if any.
 - D. Records of actions taken by Board members without a meeting.
 - E. Records of actions taken by the Architectural Review Committee of the Association, or any other committee, without a meeting.
 - F. Records of Board or committee actions to approve or deny any requests for design or architectural approval from Owners.
 - G. A list of the names and mailing addresses of all Owners, as well as the number of votes each Owner is entitled to.
 - H. A ledger of each requesting Owner's individual assessment account.
 - I. The Association's insurance policies (posted on the website).
 - J. The names, email addresses and mailing addresses of the current Board members and Officers (posted on website).
 - K. The most recent annual report delivered to the Secretary of State.

- L. The Association's governing documents, including The Declaration, The Bylaws, The Articles of Incorporation, and any resolution of the Board establishing policy, procedures, rules, or regulations (posted on the website).
 - M. Financial statements of the last (3) years (posted on the website).
 - N. Tax returns for the last (7) years, if available.
 - O. The operating budget for the current fiscal year (posted on the website).
 - P. The current assessments, including both regular and special.
 - Q. The result of the Association's most recent financial audit, if any.
 - R. The most recent Reserve Study (posted on the website).
 - S. Current written contracts and contracts for work performed for the Association within the prior (2) years.
 - T. Ballots, proxies, and election or voting records for (1) year after the election, vote, or action to which they relate.
 - U. All written communications sent to Owners within the past (3) years.
 - V. A record showing the date the Association's fiscal year begins.
2. **EXCLUSIONS.** The following records will not be available for inspection without the express written consent of the Board:
- A. Architectural drawings, plans, and designs, unless released upon the written consent of the Owner of such drawings, plans, or designs, and with the consent of the Board.
 - B. Contracts, leases, bids or records related to transactions currently under negotiation.
 - C. Communications with legal counsel that are otherwise protected by the attorney-client privilege, or the attorney work product doctrine.
 - D. Minutes of Executive Sessions of the Board.
3. **RECORDS THAT WILL NOT BE INSPECTED.** The Association will withhold from inspection and copying the following records as provided by Colorado law:

- A. Personnel, salary, or medical records relating to individuals.
 - B. Personal identification and account information of owners, including bank account information, telephone numbers, email addresses, driver's license numbers, and social security numbers.
 - C. Documents which, if disclosed would constitute an unwarranted invasion of individual privacy, in the reasonable discretion of the Board.
 - D. Any individual Owner files other than those of the requesting Owner.
4. **INSPECTION/COPYING OF ASSOCIATION RECORDS.** An Owner or his/her authorized agent is entitled to inspect and copy any of the books and records of the Association as listed above upon submission of a written request to the Association describing with reasonable particularity the records sought. No Owner shall remove any original book or record of the Association from the place of inspection nor shall any Owner alter, destroy or mark in any manner, any original book or record of the Association. The Association will provide access to the requested records by:
- A. Informing the Owner or his/her authorized agent that some of the requested records may be downloaded from the Association's website, if applicable, instead of copying.
 - B. Making the requested records available for inspection and copying by the Owner within 10 days of the Association's receipt of such written request, which inspection will be during the regular business hours of 8:00 A.M. to 5:00 P.M. at a place to be determined by the parties.
 - C. Making the requested information available to the Owner/authorized agent for the transfer/sale of property in the Association. The Board will normally complete a "status letter" regarding the current status of the property and the Owner's account. The Board will additionally direct the Owner/authorized agent to the website for access to the Association's governing documents, financial and insurance information, and provide the new Owner with a Statement of Occupancy form that must be completed in accordance with the Association's governing documents. This will all be accomplished for a reasonable transfer fee.
5. **USE OF RECORDS:** Association records and the information contained within the records will not be used for commercial purposes, or sold to, or purchased by any person.
6. **FEES/COSTS:** Any Owner or his/her authorized agent requesting copies of Association records shall be responsible for the actual costs incurred by the Association to copy such records of the Owner. The fee will also include a \$65 per hour charge for Board

member time spent during inspection/copying. The fee to process the transfer of property ownership in the Association and to provide requested information to the Owner or his/her authorized agent is fixed at \$100. All fees will be deposited into the Association's operating account.

7. CREATION OF RECORDS: Nothing contained in this policy shall be construed to require the Association to create records that do not exist or compile or synthesize information.
8. DEFINITIONS. Unless otherwise defined in this resolution, initially capitalized or terms defined in the Declaration shall have the same meaning herein.
9. 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.
10. DEVIATIONS. The Board may deviate from the procedures set forth in this resolution if in its reasonable discretion such deviation is appropriate under the circumstances.
11. AMENDMENT. This procedure may be amended from time to time by the Board of Directors. The same procedures will apply as the adoption of the original policies, procedures and rules.
12. PRESIDENT'S CERTIFICATION. IN WITNESS WHEREOF, the undersigned certify that this procedure for the adoption of policies, procedures, rules, and regulations was adopted by resolution of the Board of Directors on 19 NOVEMBER 2018.

BY:  HOA PRESIDENT

ATTESTED BY:  HOA SECRETARY