

ECHO CANYON ESTATES HOMEOWNERS ASSOCIATION

POLICIES AND PROCEDURES

August 12, 2009

Revised August 1, 2011

IV. Inspection of Association Records

The following procedure shall apply to the inspection and copying of the Association's records. Most records will be available to homeowners on the HOA website maintained by the management company. Hard copies may also be requested through the management company (a charge may apply).

1. Financial records sufficiently detailed to enable the Association to establish the amount of unpaid assessments, late fees, interest, fines, and other legal charges for each lot subject to the Declaration.
2. Minutes of meetings of the membership.
3. Minutes of meetings of the Board and committees of the Board.
4. Records of all actions taken by the members of the Board by written ballot or written consent in lieu of a meeting.
5. Any waivers of notice of the members, the Board, or committees of the Board.
6. Records of the names and addresses of each member within the Association as well as each member's voting power as established by the Declaration.

In addition, the Association shall maintain and/or post on its website via the management company, the:

1. Articles of Incorporation
2. By-Laws
3. Declaration of Covenants, Conditions, and Restrictions
4. Plat
5. Association owned or grated easements or other ownership rights such as water rights.
6. Resolutions adopted by the Board relating to the characteristics, qualifications, rights, limitations, and obligations of members of the Association.
7. Minutes of all member meetings, and records of all actions taken by the members without a meeting for the past three years.
8. All written communication within the past three years to the members by the Board.
9. A list of names and home addresses of its current directors and officers.
10. A copy of its financial statements, 990 tax return, audits, and review for periods ending during the last three years from the property management company.

Without consent of the Board of Directors, a membership list or any part therein may not be obtained or used by any person:

1. for any purpose unrelated to a homeowner's interest;
2. to solicit money or property unless such money or property will be used solely for the benefit of Echo Canyon Estates;

3. for any commercial purpose;
4. to be sold or purchased by any person or entity outside the community.