

Swan Meadows Homeowners Association

Record Retention and Inspection Policy & Procedure

BE IT RESOLVED, that the records of the Association are public documents and Members of the Association are welcome to review them in accordance with the following procedure.

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

2. Specifics: All records for the Association will be kept permanently either in paper or electronic format. The Board of Directors and/or Management Company for the Association will keep all records which have been generated from the inception of the HOA forward to the extent they are currently available. The records archived in permanent record are inclusive of, but not limited to: Association Governing Documents, Board Resolutions affecting the owners, Minutes of all Board/Owner meetings, all actions taken by the Board or owners by written ballot instead of holding a meeting, eVotes taken by the Board instead of holding a meeting, all financial information & audits, a record of all Association Members, and all other records/communications which the Board deems necessary & reasonably prudent.

Owners may request to inspect records or copies of records; request must be made in writing to the Management Company for the Association. The records can only be physically inspected within the office of the Management Company for the Association during normal business hours. If physical copies are requested to be mailed, faxed, or electronically mailed, a per page charge of no less than \$0.15 plus office staff time to copy the records will be billed and due. Additional mailing charges may apply. These charges shall be at the owner's expense and may be collected by the Association in advance.

The written request must include; who is making the request, proof of authorization to make the request, owners address, what records are being requested, a description of the document 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 acknowledgment from the owner must be on the request stating that the records will not be used for improper purposes such as:

- Any purpose unrelated to owner's interest as an owner.
- The purpose of soliciting money or property.
- Any commercial purpose.
- The purpose of giving, selling, or distributing such Association records to any person.
- 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 for 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.

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 Association.

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.

President's Certification: The undersigned, being the President or elected Director of the Association, certifies that the Board of Directors of the Association adopted the foregoing resolution and in witness thereof, the undersigned has subscribed his/her name.

Swan Meadows Homeowners Association



President or Elected Director

7/18/22

Effective Date