

SOUTHRIDGE CONDOMINIUMS HOMEOWNERS ASSOCIATION, INC.
POLICY AND PROCEDURES RE: ASSOCIATION RECORDS

WHEREAS, the Association exists for the mutual benefit of Owners; and

WHEREAS, a written policy for the inspection and copying of association records is required by Colorado Revised Statutes 38-33.3-209.5(1)(b)(V).

NOW, THEREFORE, BE IT RESOLVED, that Southridge Condominiums Homeowners Association, Inc. (the "Association") hereby adopts the following procedures to be followed for enforcing the policies, rules, and regulations of the Association.

1. Records Retention: Except as specified below, all records of the Association will be maintained for 7 years in paper or electronic form. Records the Association will maintain for this period include:

- a. Meeting minutes;
- b. Records of actions by the Board taken outside of meetings;
- c. Actions by any committee of the Board;
- d. Waivers of notice requirements, if any;
- e. Governing Documents, including Articles of Incorporation, Bylaws, and Declaration;
- f. Copies of all resolutions of the Board;
- g. All written communications to Association members as a whole;
- h. List of names and contact information for Board members;
- i. Financial audits or reviews;
- j. Record of all Association members, allowing the preparation of all names and addresses of Owners.

2. Right to Inspect: All Members of the Association, every director, and any holder, insurer or guarantor of a first Mortgage on a unit, or the duly appointed representative of any of the foregoing shall be entitled to inspect the books and records of the Association. The request must be made in writing and the purpose of the inspection shall be limited to purposes reasonably related to the requesting party's interest in a unit. Inspection shall be during regular business hours or at another mutually convenient time. A signed acknowledgement form must be on record stating that the records will not be used for improper purposes.

3. **Improper Purposes:** The following uses of Association documents are improper and prohibited:

- a. Any purpose unrelated to an Owner's interest as an Owner;
- b. The purpose of soliciting money or property, except for to solicit votes of Owners in a vote held by the Association;
- c. Any commercial purpose;
- d. The gift, sale, or distribution of Association records to any other person or entity;
- e. Any other purpose determined as improper at the sole discretion of the Board.

4. **Items Excluded from Review:** The following items, which although maintained by the Association, are not available for review under this policy:

- a. Items of personal nature shared with the Board by a specific Member of the Association;
- b. Personal Identifying Information, as defined by the Association's policy on Disposal of Personal Identifying Information.
- c. Communications between the Association and an attorney.

5. **Copies:** The party conducting the inspection shall have the right to, at their own expense, make copies of the documents. Physical copies will be charged at a rate of \$0.10 per page, plus postage (if necessary), payable in advance.

6. **Amendment:** The Association may amend this procedure from time to time, consistent with the requirements of the Association's governing documents and Procedures for the Adoption and Amendment of Policies, Procedures, and Rules.

DIRECTORS CERTIFICATION:

Adopted on: March 21, 2022


By: Josh Steck, President

By: _____, Secretary

Request for Records Review

Person making request:

Name _____

Address _____

Phone number _____ Cell _____

E mail address _____

Reason for Request _____

Documents Requested:

_____ Annual Meeting minutes

Dates Requested _____

_____ Board Meeting minutes

Dates Requested _____

_____ Balance Statements

Dates Requested _____

_____ Income Statements

Dates Requested _____

_____ Correspondence

Pertaining to _____

_____ Other (list in detail) _____

_____ Association membership list

I understand that the records can only be physically inspected during normal business hours within five business days of this 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. If physical copies of records are requested to be mailed, faxed, or electronically mailed, a per page charge of \$0.10 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. Those items

that are between the Board 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.

Signature of person making request

Date

Board Member

Date