

**WOODLANDS VILLAGE ROA**  
**QUESTION AND RECORDS REQUEST POLICY**  
**ADOPTED 5-22-12**

1.     QUESTIONS SUBMITTED TO THE BOARD

Except at open Board and member meetings, members who would like to submit questions to the Board regarding Association matters must submit such questions to the Board in writing. Such questions must be mailed to the Association at the mailing address as published from time to time by the Association. The Association will accept questions that are submitted by members via e-mail which will be presented to the Board of Directors at their next scheduled meeting. Questions submitted by email will not receive a response any differently than questions submitted through US Mail.

Members may ask questions at Board meetings and member meetings at the appropriate times as determined by the Board subject to such rules and regulations as are adopted from time to time by the Board.

The Board reserves the right to determine in its sole discretion which questions will be responded to by the Board.

2.     RECORDS REQUESTS

The Board will respond to records requests received from its members in the manner dictated by applicable statutes. The Board will begin the process of converting the Association records to electronic form and will, to the extent reasonably possible, respond to records requests by providing the records which are to be produced in electronic form.

3.     IMPLEMENTATION.

The Board reserves the right to amend and rescind these policies at any time and from time to time and to vary from the implementation thereof to the extent determined appropriate by the Board in its sole discretion.