

**INDIAN SPRINGS LANDOWNERS ASSOCIATION, INC.
PRIVACY POLICY**

1. MEMBER COPYING AND INSPECTION – OVERVIEW

- 1.1. Subject to the limitations in subsection (4), records maintained by the Association shall be available for examination and copying by a member or the member's authorized agent.
- 1.2. A right to copy records includes the right to receive copies by photocopying or other means, including the receipt of copies through an electronic transmission if available, upon request by the member.

2. FEES

- 2.1. The Association may charge a fee that may be collected in advance and may cover the costs of labor and material, for copies of Association records. The charge shall not exceed the estimated cost of production and reproduction of the records.

3. PROCEDURE

- 3.1. Members should first check the ISLA website for the records they seek.
- 3.2. If desired records are not available on the website, then the member should submit a written request. Members shall submit a written request on the association's form describing with reasonable particularity the records sought, at least ten day prior to inspection or production of the documents.
- 3.3. Examination and copying times shall be limited to normal business hours or the next regularly scheduled executive board meeting if the meeting occurs within thirty days after the request.

4. LIMITATIONS

- 4.1. Membership list – Without the consent of the Association's Board, a membership list or any part thereof may not be:
 - 4.1.1. Used to solicit money or property unless such money or property will be used solely to solicit the votes of the members in an election to be held by the Association
 - 4.1.2. Sold to or purchased by any person
- 4.2. Records maintained by the Association may be withheld from inspection and copying to the extent that they are or concern:
 - 4.2.1. Architectural drawings, plans, and designs, unless released upon the written consent of the legal owner of the drawings, plans, or designs.
 - 4.2.2. Contracts, leases, bids, or records related to transactions to purchase or provide goods or services that are currently in or under negotiation
 - 4.2.3. Communications with legal counsel that are otherwise protected by the attorney-client privilege or the attorney work product doctrine.
 - 4.2.4. Disclosure of information in violation of law
 - 4.2.5. Records of an executive session of an executive board
 - 4.2.6. Individual lots other than those of the requesting owner
- 4.3. The following Association records are not subject to inspection and copying and must be withheld to the extent they are or concern:
 - 4.3.1. Personnel records relating to specific individuals, or
 - 4.3.2. Personal identification and account information of members including bank account information, telephone numbers, electronic mail addresses, driver's license numbers, and social security numbers.
- 4.4. The Association is not obligated to compile or synthesize information.
- 4.5. The Association records and the information contained within those records shall not be used for commercial purposes.

5. PRESIDENT'S CERTIFICATION

The undersigned, being the President of the Indian Springs Landowners Association, Inc., a Colorado non-profit corporation, certifies that the foregoing Resolution was adopted by the Board of Directors of the Association, at a duly called and held meeting of the Board of Directors on the 15 day of October, 2022 and in witness thereof, the undersigned has subscribed his/her name.

INDIAN SPRINGS LANDOWNERS ASSOCIATION, INC.

A Colorado non-profit corporation

By: , President