

## **POLICY ON RECORDS INSPECTION AND COPYING**

The following documents will be maintained in a binder at the principal office of the Association and are available for inspection after five days written notice:

1. The Governing Documents (Articles of Incorporation, Bylaws, Declaration of Covenants and Rules and Regulations)
2. The Association's operating budget for the current fiscal year, including identification of the Association's fiscal year
3. Annual financial statements for the year preceding the current fiscal year
4. Results of any financial audit or review for the preceding fiscal year
5. List of regular and special assessments
6. List of all the Association's insurance policies to include company names, policy limits, policy deductibles, additional named insureds and expiration dates
7. Minutes of the Board and Member meetings for the preceding year
8. Association's Governance Policies

If a member desires copies of any of the above documents, copies will be made and mailed to the member at the cost for such copying and mailing. The cost must be paid in advance.

If a member desires to inspect or copy any Association records other than those listed above, the member must put the request in writing providing for the following:

1. The notice must be received by the Association at least five days prior to the requested inspection date.
2. If the requested inspection date is not available for the Association, the member will be contacted to schedule a different date.
3. Inspection must occur during normal business hours.
4. The request must set forth the purpose for the inspection. If the Board determines that the purpose is not proper or the records are not relevant to the purpose, inspection and copying will not be allowed.
5. The request must specify the records to be inspected and copied.

The policy for copying any records inspected is the same as that above for records maintained in the binder.

Colorado law now imposes disclosure requirements on an owner when they sell their unit. The Association will cooperate in making documents available to the seller under the same copy cost requirements set forth above.