

**DEER CREEK FARM HOMEOWNERS ASSOCIATION, INC.**

**INSPECTION & COPYING OF ASSOCIATION RECORDS BY MEMBERS AND  
NON-MEMBERS**

The following Inspection & Copying of Association Records By Members & Non-Members policy was adopted by the Board of Directors of the Deer Creek Farm Homeowners Association, Inc. ("Association"), pursuant to C.R.S. 38-33.3-209.5, at a regular Meeting of the Board of Directors.

**EFFECTIVE DATE:** April 20, 2015

A request for records must be submitted to the Board, identifying the records requested.

Reasonable charges may apply to copy and provide the documents to the member.

Items classified as "Privileged" to the Board as listed in the Declaration and State of Colorado Statutes may not be provided.

The Board has up to 30 days to provide the requested documents, depending on the volume of the request, accessibility of the records and availability of the Board members.

Standard records and information requested by non-members such as Title companies, mortgage companies, etc. will be provided within 10 days of receipt of such request by the HOA. There will be two levels of charges for Standard Form information: a) \$25 per report if the Association uses its own forms or b) \$50 per report if the Association uses the form provided by the entity requesting the information. Should the request be of a custom or detailed level, the Association will quote a cost for that information.

The Standard Form requests will be billed to the entity making the request. The Custom Reports may be billed to the entity making the request or may request payment prior to releasing the information depending on the size of the report and/or cost of producing the report.

The Board is comprised of volunteers and they often are not readily available due to their employment, personal issues and not being available for illness or vacation. Every effort will be made to comply with such requests whenever possible.

The undersigned hereby certifies that the foregoing policy was adopted and made a part of the minutes of the meeting of the Board of Directors of the Association conducted on the 2 day of March, 2015.

DEER CREEK FARM HOMEOWNERS ASSOCIATION, INC.

BY: Daniel Desales  
(Signature)

Daniel J Rosales

(Print Name)

President

(Title)