

## **RECORDS POLICY OF LEWISTON TOWNHOUSE CONDOMINIUM ASSOCIATION**

### **ARTICLE 1. INTRODUCTION**

The Executive Board of LEWISTON TOWNHOUSE CONDOMINIUM ASSOCIATION (the “Board”), pursuant to its authority as stated in Article 12.4 of the Condominium Declaration for the Lewiston Townhouse Condominium Association dated November 13, 1979, and amended thereafter, hereby adopts this Records Policy (the “Policy”) for the LEWISTON TOWNHOUSE CONDOMINIUM ASSOCIATION (“Association”).

The purpose of this Policy is to provide clear instruction to the Board and its officers on how to carry out its duties regarding books, records and documents of the Association, as well as to generally enable to Association to better conform with the requirements of the laws of the State of Colorado.

### **ARTICLE 2. RECORDS OF THE ASSOCIATION**

The Association shall maintain and make available to members the following records of the Association:

- 2.1 Current copies of the Articles of Incorporation, the Covenants, policies, books, records, and financial statements of the Association;
- 2.2 Detailed records of receipts and expenditures affecting the operation and administration of the Association;
- 2.3 Records of claims for construction defects and amounts received pursuant to settlement of those claims;
- 2.4 Minutes of all meetings of its unit owners and Board, a record of all actions taken by the unit owners or Board without a meeting, and a record of all actions taken by any committee of the Board;
- 2.5 Written communications among, and the votes cast by, Board members that are: (I) Directly related to an action taken by the board without a meeting pursuant to section 7-128-202, C.R.S.; or (II) Directly related to an action taken by the board without a meeting pursuant to the Bylaws;
- 2.6 The names of property owners (members) in a form that permits preparation of a list of the names of all member-owners and the physical mailing addresses at which the Association communicates with them, showing the number of votes each owner is entitled to vote;
- 2.7 Financial statements as described in section Colorado Revised Statutes §7-136-106, for the past three (3) years and tax returns of the association for the past seven (7) years, to the extent available;

- 2.8 A list of the names, electronic mail addresses, and physical mailing addresses of its current Board members and officers;
- 2.9 If applicable, a list of the current amounts of all unique and extraordinary fees, assessments, and expenses that are chargeable by the Association in connection with the purchase or sale of a unit and are not paid for through assessments, including transfer fees, record change fees, and the charge for a status letter or statement of assessments due;
- 2.10 All documents included in the Association's annual disclosures made pursuant to Colorado Revised Statutes §38-33.3-209.4;
- 2.11 Its most recent annual report delivered to the secretary of state, if any;
- 2.12 The Association's most recent reserve study, if any;
- 2.13 Current written contracts to which the association is a party and contracts for work performed for the association within the immediately preceding two years;
- 2.14 Records of Board or committee actions to approve or deny any requests for design or architectural approval from member-owners;
- 2.15 Ballots, proxies, and other records related to voting by member-owners for one year after the election, action, or vote to which they relate;
- 2.16 Resolutions adopted by the Board relating to the characteristics, qualifications, rights, limitations, and obligations of members or any class or category of members; and
- 2.17 All written communications within the past three years to all member-owners generally.

### ARTICLE 3. AVAILABILITY AND USE OF RECORDS

- 3.1 The Association may require members to submit a written request, describing with reasonable particularity the records sought, at least ten (10) days prior to inspection or production of the documents and may limit examination and copying times to normal business hours or the next regularly scheduled Board meeting if the meeting occurs within thirty (30) days after the request.
- 3.2 Notwithstanding any provision of the declaration, bylaws, articles, covenants, or rules and regulations of the Association to the contrary, the Association may not condition the production of records upon the statement of a proper purpose.
- 3.3 The membership list or any part thereof may not be obtained or used by any person for any purpose unrelated to a member-owner's interest as a member or property owner without consent of the Board.
- 3.4 The Association is not obligated to compile or synthesize information.

SIGNATURE PAGE FOLLOWS

SIGNATURES

Signed by:  
  
0358A91DB3DB418...  
PRESIDENT

1/12/2026  
DATE

Signed by:  
  
8391532B52BA418...  
SECRETARY

1/12/2026  
DATE