

RECORDS INSPECTION POLICY

RECITALS:

- A. Colorado Revised Statute 38-33.3-209.5(1)(b)(v) provides that the Association shall adopt a policy for Members to inspect and copy the Association's records.
- B. The intent of this policy is to generally define the types of records the Association maintains, define the costs of copies, and provide a general procedure for the Members to inspect and copy records; it is not the intent to limit Members statutory remedies for record inspection.

THEREFORE, IT IS RESOLVED THAT:

The following policy shall apply to the inspection and copying of the Association's records:

1. Types of Records

The Association's records shall consist of those listed in the attached "VP ROA Records to Maintain:

2. Inspection Request

A Unit Owner, or a duly appointed representative, is entitled to inspect and copy the Association's records during regular business hours at the Association's principal office provided the Unit Owner delivers written notice to the Association at least ten (10) business days prior to the date the Unit Owner expects to inspect and copy the records. Further, if the Unit Owner seeks to inspect or copy the statutory records, the Unit Owner must:

- a. describe with reasonable particularity the records the Unit Owner wants to review; and
- b. describe with reasonable particularity the purpose the Unit Owner has to want to review the statutory records.

3. Approval to Inspect Records

It is within the reasonable discretion of the Board of Directors, or an agent designated by the Board, to determine if the Unit Owner's written notice to inspect the Association's records is made in good faith and for a proper purpose. In determining whether records may be inspected, or copied, the Board or its agent shall consider among other things:

- a. Whether the written notice is made, in good faith, to ascertain the condition of the Association;
- b. Whether the inspection is for an illegal, or improper purpose, or for a purpose other than that stated in the written notice
- c. Whether the Unit Owner or the representative has improperly used information secured through a previous inspection of records;
- d. Whether disclosure would violate a constitutional provision, a statutory provision, a Court Order, or public policy;
- e. Whether disclosure may result in an invasion of personal privacy, breach of confidence or privileged information;
- f. Whether disclosure would unreasonably interfere with or improperly disrupt the operation of the Association; and
- g. Whether inspection results in private harm or damage that outweighs the right of access.

In the event the Board, or its agent, determines the Unit Owner's request is not consistent with the standards set forth above, or is not specific with respect to the particular records requested or the particular purpose for which the records are requested, the Unit Owner shall be given written notice of the defects of his written request as soon as practical.

4. Limitations on the use of the Association's Records

Without the consent of the Board of Directors, a membership list or any part thereof may not be obtained or used by any person:

- a. For any purpose unrelated to a unit owner's interest as a unit owner;
- b. To solicit money or property unless such money or property will be used solely to solicit the votes of the unit owners in an election to be held by the Association;
- c. For any commercial purpose; or
- d. To be sold to or purchased by any person or entity.

5. Miscellaneous Provisions

The Unit Owner's request to inspect and copy records must be made in good faith for a purpose and the records requested must directly relate to the particular purpose described as well as the Unit Owner's interest.

The Association may charge a fee in advance for the estimated amount to copy the records not to exceed the Association's actual cost per page, including services to prepare the records for review, to oversee the Owner's inspection, and to prepare the requested copies of the Association's records. In the event a Unit Owner's request will result in review and/or copying of voluminous documents, the Association may break the inspection into several sessions to reasonably accommodate the staff at its principal office.

Absent a court order from a Court of competent jurisdiction, the Unit Owner shall not be authorized to inspect or copy any confidential communication including but not limited to: a) documents subject to the attorney/client privilege; b) documents subject to privilege imposed by Federal or state law, or by court order; and c) documents that contain information that is disclosed would constitute an invasion of personal privacy (examples include, but are not limited to social security numbers, medical evaluations, employment information, personal bank account or personal financial information).

Careful scrutiny will be employed by the Board for requests to review records pertaining to other Unit Owner's accounts with the Association.

In the event a Court of competent jurisdiction finds a provision of this Records Inspection Policy void of otherwise unenforceable, the other provisions shall remain in full effect.

The undersigned, being the President of the Association, certifies that the Board of Directors of the Association adopted the foregoing resolution and in witness thereof, the undersigned has subscribed his/her name.

Village Park Residential Owners Association

President

Effective Date

VP ROA Records to Maintain

Per CRS 38-33.3-317, DORA, cohoalaw

PP Description	Years
c Minutes of property owners meetings	Indefinitely
c Minutes of Board meetings	Indefinitely
c Record of all actions taken by Board	Indefinitely
d Written communications & votes cast by Board	Indefinitely
o Resolutions adopted by Board	Indefinitely
Plats & Maps	Indefinitely
Irrigation & Landscaping Breakdown (VPMFOA & VPROA split)	Indefinitely
Senate 05-100 & 06-089 and revisions	Indefinitely
j Financial records - Budgets & Actuals	7
g Tax returns	7
k Reserves study, if applicable	7
a Records of receipts & expenditures - Yearend cash flow report	3
g Financial statements - Yearend financial package	3
h List of Board members names, emails, addresses	3
m Records of architectural change requests	3
p Written correspondence to property owners - Newsletters, Special Assessments	3
Insurance Policy & Invoices	2
Invoices for all services and utilities - Landscaping, Irrigation, Backflow testing, Xcel, GJ Water, GVWU	2
i Most recent SOS annual report	1
n Ballots, proxies related to voting by property owner	1
Annual Dues - Record of Payment	1
Liens - Until 1 year after lien released	1
e Names & addresses of property owners	Current Only
f Current CC&Rs, Bylaws, Articles of Incorporation, & Policies	Current Only
l Current contractors & contracts	Current Only
Management Company Contract	Current Only
Violation Notices & Grievances w/ Picture - Origination to date corrected or all fees paid	Current Only
b Claims for construction defects	N/A