

The Alpine Village Homeowners Association

Policies and Procedures

as required by C.R. S. 38-33.3-209.5

The following Policies and Procedures were adopted by the Board of Directors of the Alpine Village Homeowners Association ("the Association") pursuant to Colorado Revised Statute ("C.R.S.") 38-33.3-209.5.

INSPECTION AND COPYING OF ASSOCIATION RECORDS

The following policy shall apply to the inspection and copying of the Association's records. Most records will be available to homeowners on the HOA website maintained by the Management Company.

a. Types of Records

I. The Association's Statutory Records shall consist of:

1. Financial records sufficiently detailed to enable the Association to establish the amount of unpaid assessments, late fees, interest, fines and other legal charges for each Lot or Tract subject to the Declaration;
2. Minutes of meetings of the membership,
3. Minutes of meeting of the Board and committees of the Board
4. Records of all actions taken by the Members of the Board by written ballot or written consent in lieu of a meeting and
5. Any waivers of notice of the Members, the Board or Committees of the Board
6. Records of the names and address of each Member within the Association as well as each Member's voting power as established by the Declaration.

II. In additions to the Statutory Records, the Association shall maintain a copy of each of the following:

1. Articles of Incorporation;
2. Bylaws;
3. Declaration of Covenants, Conditions, and Restrictions;
4. Plat;
5. Association owned or granted easements and other ownership rights such as water rights;
6. Resolutions adopted by the Board relating to the characteristics, qualifications, rights, limitations, and obligations of Members of the Association;
7. Minutes of all Member meetings, and records of all actions taken by the Members without a meeting for the past three years;
8. All written communication within the past three years to the Members from the Board
9. A list of names and home addresses of its current directors and officers; and
10. A copy of its financial statements, 990 tax return, audits and review for periods ending during the last three years from the Property Management Company

b. Inspection Requests

A Member, or duly appointed representative, is entitled reasonable access to the Association records for inspection and copying for reasonable purposes. The Board requires the specific reason for the request to be submitted in

writing if the information is not on the website.

c. 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:

- I. for any purpose unrelated to a homeowners interest;
- II. to solicit money or property unless such money or property will be used solely to benefit the Falls Village community.
- III. for any commercial purpose; or
- IV. to be sold or purchased by any person or entity outside the community.

d. Miscellaneous Provisions

- I. The Association may charge a reasonable fee to copy records.
- II. Absent a court order from a Court of competent jurisdiction, the homeowner 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 if disclosed would constitute an invasion of personal privacy (examples include, but are not limited to social security numbers, employment information, personal bank account or personal financial information.)

In the case of any conflict between the Articles of Incorporation, the Bylaws, or the Declaration of Covenants, Conditions, Restriction, and these listed "Policies & Procedures", such provisions of the Articles, Bylaws and the Declaration of Covenants shall take precedence and supersede any provisions of these "Policies & Procedures."

In the event a Court of competent jurisdiction finds a provision of any of these Policies and Procedures void or otherwise unenforceable, the other provisions shall remain in full effect.

Approved by the Board of Directors of the Alpine Village Homeowners Association after a 30 day review by the membership.

Richard J. Smith Date 1-11-10
Bonita J. O'Hara Date 1-11-10
John E. DeKlwa Date 1-11-10

Date _____