

**SUMMIT VIEW VISTA TOWNHOMES ASSOCIATION  
POLICY REGARDING INSPECTION AND COPYING OF RECORDS**

1. Subject to the other subsections contained herein, all records maintained by the Association shall be available for examination and copying by an Owner or the Owner's authorized agent. The Association may require Owners to submit a written request, describing with reasonable particularity the records sought, at least ten days prior to inspection or production of the documents and may limit examination and copying time to normal business hours or the next regularly scheduled executive Board meeting if the meeting occurs within thirty days after the request. Notwithstanding any provision of the Declaration, Bylaws, Articles, 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.
  - a. Notwithstanding the foregoing paragraph, a membership list or any part thereof may not be obtained or used by any person for any purpose unrelated to an Owner's interest as an Owner without consent of the Board.
  - b. Without limiting the generality of subparagraph (a) of this paragraph, without the consent of the Board, a membership list or any part thereof may not be:
    - i. Used to solicit money or property unless such money or property will be used solely to solicit the votes of the Owners in an election to be held by the Association;
    - ii. Used for any commercial purpose; or
    - iii. Sold to or purchased by any person.
2. Records maintained by the Association may be withheld from inspection and copying to the extent that they are, or concern:
  - a. Architectural drawings, plans, and designs, unless released upon the consent of the legal owner of the drawings, plans, or designs.
  - b. Contracts, leases, bids, or records related to transactions to purchase or provide goods or services that are currently in or under negotiation;
  - c. Communications with legal counsel that are otherwise protected by the attorney-client privilege or the attorney work product doctrine;
  - d. Disclosure of information in violation of law;
  - e. Records of an executive session of the Board; or
  - f. Individual units or Lots other than that of the requesting Owner.
3. Records maintained by the Association are not subject to inspection and copying, and shall be withheld, to the extent that they are or concern:
  - a. Personnel, salary, or medical records relating to specific individuals; or
  - b. Personal identification and account information of members, including bank account information, telephone numbers, electronic mail addresses, driver's license numbers, and social security numbers.
4. The Association may impose a reasonable charge, which may be collected in advance and may cover the costs of labor and material, for copies of Association records. The charge may not exceed the estimated cost of production and reproduction of records.
5. A right to copy records under this section includes the right to receive copies by photocopying or other means, including the receipt of copies through an electronic transmission if available, upon request by the unit Owner.

6. The Association is not obligated to compile or synthesize information.
7. Association records and the information contained within these records shall not be used for commercial purposes.
8. Requests for copies of a ledger or statement of unpaid assessments are governed by the Policy Regarding Collection of Unpaid Assessments.

Adopted on 8-11-2020

Jean Ann D. Pauls  
Secretary

