

**Fountain Greens Patio Homes Homeowners Association**  
**Policies and Procedures**  
**For Inspection and Copying of Association Records**

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

The following Procedures have been adopted by the Fountain Greens Patio Homes Homeowners Association ("the Association") pursuant to Colorado Revised Statute ("C.R.S.") 38-33.3-209.5, by the Board of Directors ("The Board"). Additional policies, procedures and rules may exist separately.

**PURPOSE:**

To adopt a policy governing the inspection and copying of Association records by Association Members; to establish the type of records kept by the Association or its Management Company; and to establish the cost of copying Association records.

WHEREAS, the Colorado Common Interest Ownership Act (CCIOA), in C.R.S. 38-33.3-317 gives all Members the right to examine and copy the financial and other records of the Association.

NOW, THEREFORE, IT IS RESOLVED that The Association does hereby adopt the following to govern the inspection and copying of Association records.

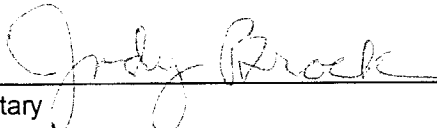
**A. Records Kept by the Association**

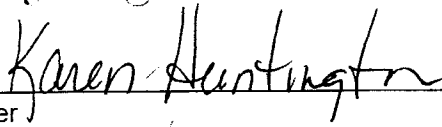
1. Many records will be available to Owners on the Association's website, which is maintained by its Management Company.
2. The Association shall keep as permanent records the following documents:
  - a. Minutes of all meetings of Owners, the Board, and committees of the Board;
  - b. A record of all actions taken by a committee of the Board in place of the Board on behalf of the Association;
  - c. A record of all waivers or notices of meetings of Owners and of the Board or any committees of the Board;
  - d. A record of Owners in a form that permits preparation of a list of the names and addresses of all Owners, showing the number of votes each Owner is entitled to vote;
  - e. All tax returns filed on behalf of the Association;
  - f. Financial records sufficiently detailed to enable the Association to establish the amount of unpaid assessments, late fees, interest, and other legal charges for each Owner.
3. In addition to the above, the Association shall keep a copy of each of the following records at its Management Company or principal office:
  - a. Articles of Incorporation;
  - b. Declaration of Covenants, Conditions and Restrictions;
  - c. Bylaws;
  - d. Association owned or granted easements and other ownership rights such as water rights, if any;
  - e. Resolutions adopted by the Board;
  - f. Minutes of all Owners meetings and records of all actions taken without a meeting for the past three (3) years;
  - g. All written communications within the past three (3) years to Owners;
  - h. A list of the names and business or home address of the Association's current directors' and officers';
  - i. The Association's most recent annual report, if any;
  - j. All financial statements, tax returns, audits or reviews conducted pursuant to Section 38-33.3-303(4)(b) during the immediately preceding three (3) years.

The undersigned, being the President of the Association, certifies that the foregoing resolution was adopted by The Board of Directors of the Association on July 8, 2022.

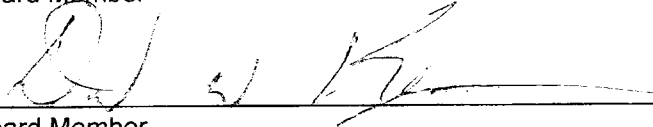
Fountain Greens Patio Homes Homeowners Association

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

  
\_\_\_\_\_  
Treasurer

  
\_\_\_\_\_  
Board Member

  
\_\_\_\_\_  
Board Member