

Casolar del Norte Homeowners Association  
Records Inspection Policy

Effective Date: August 20, 2015

Pursuant to Colorado law, the Board of Directors of the Association desires to adopt a policy to address procedures for the inspection of the Association's records by Members.

The Association hereby adopts the following policies and procedures for the inspection of the Association's records by Members.

1. The Association shall maintain a copy of each of the following records:
  - A. The Articles of Incorporation, Declaration, and Bylaws of the Association.
  - B. All resolutions, policies and rules and regulations adopted by the Board.
  - C. Minutes of all meetings of Members and the Board.
  - D. A record of all actions taken by Members or the Board by written ballot or written consent in lieu of a meeting.
  - E. A record of all actions taken by a committee of the Board in place of the Board on behalf of the Association.
  - F. All records of Board or committee actions to approve or deny any requests for design or architectural approval from members.
  - G. All written communications among the Board members that are directly related to an action taken by the Board without a meeting.
  - H. All written communications within the past three years to all Members generally as Members.
  - I. A record of all waivers of notices of meetings of Members or of the Board or any committee of the Board.
  - J. Ballots, proxies and other records related to voting by members for one year after the election, action or vote to which they relate.
  - K. A list containing the names of all Members, the physical mailing addresses at which the Association communicates with them, and the number of votes each Member is entitled to vote.

- L. All tax returns filed on behalf of the Association for the past 7 years, to the extent available.
- M. A list of the names, electronic mail addresses, and physical mailing addresses of the Association's current Board members and officers.
- N. The Association's most recent annual report.
- O. The Association's most recent reserve study, if any.
- P. All financial records of the Association, including the following:
  - (a) Operating budgets adopted by the Board for the past 3 years;
  - (b) Monthly statements for the past 3 years showing the Association's income, expenses, assets and liabilities;
  - (c) Annual statements for the past 3 years showing the Association's income, expenses, assets and liabilities;
  - (d) Detailed records of receipts and expenditures affecting the operation and administration of the Association;
  - (e) Ledgers for each member of the Association showing their current account balance.
- Q. All financial audits or reviews conducted pursuant to Section 38-33.3-303(4)(b) during the immediately preceding 3 years.
- R. A copy of all insurance policies currently owned by the Association.
- S. Current written contracts to which the Association is a party and contracts for work performed for the Association within the immediately preceding 2 years.
- T. Records of claims for construction defects and amounts received pursuant to settlement of those claims.

2. Except as set forth in this policy, all records maintained by the Association must be available for examination and copying by a Member or the Member's authorized agent. A written notice of intent to inspect must be submitted to the Board of Directors at least 10 business days prior to the planned inspection. The notice must describe, with reasonable particularity, which records are to be inspected. All records shall be inspected during normal business hours at the place where the records are kept.

3. Except as set forth in this policy, Members have the right to request copies of the Association's records. The Association may provide copies via photocopy or e-mail if consented to by the Member. The Association may charge a fee, which may be collected in advance, to cover the costs of labor and material for copies of the Association's records. The fee may not exceed the actual cost for copies charged to

the Association. The Association shall keep a log of each document copied by a Member under this Policy.

4. Consistent with individual Member's right to privacy, attorney-client confidentiality and other considerations, the following records will not be made available for copying or inspection without the express written consent of the Board of Directors:

- (a) Architectural drawings, plans, and designs, unless released upon 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) Any information that the disclosure of which would be in violation of law;
- (e) Records of an executive session of the Board;
- (f) Records for an individual Member other than those of the requesting Member.

In addition, the Association shall in all instances withhold and not disclose any records that concern or contain personal identification and account information of Members, including bank account information, telephone numbers, electronic mail addresses, driver's license numbers and social security numbers.

5. Without the unanimous written consent of the Board of Directors, membership lists may not be:

- (a) Obtained or used by a Member for any purpose unrelated to the Member's interest as a Member in the Association;
- (b) Used to solicit money or property unless such money or property will be used solely to solicit the votes of the Members in an election to be held by the Association;
- (c) Used for any commercial purpose;
- (d) Sold to or purchased by any person;
- (e) Given by a Member to any person who is not a Member.

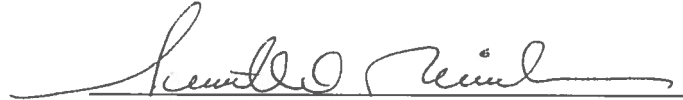
6. At the discretion of the Board of Directors, certain records may only be inspected in the presence of a Board member. No records may be removed from the place where they are kept without the express written consent of the Board of Directors.

7. The Association is not required to compile or synthesize information that it does not already have.

8. The Association's records and the information contained within those records shall not be used for commercial purposes.

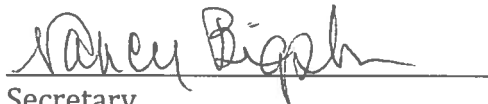
IN WITNESS WHEREOF, the undersigned certify that this Records Inspection Policy was adopted by resolution of the Board of Directors of the Association on this 20<sup>th</sup> day of August, 2015.

Casolar Del Norte Homeowners Association, by

A handwritten signature in cursive script, appearing to read "Linda ...", written over a horizontal line.

President

Attest

A handwritten signature in cursive script, appearing to read "Nancy ...", written over a horizontal line.

Secretary