

# CASTLE HIGHLANDS HOMEOWNERS ASSOCIATION, INC RECORDS INSPECTION POLICY

*EFFECTIVE JANUARY 1, 2006*

In compliance with Colorado Statutes, the Board of Directors of the Castle Highlands Homeowners Association, Inc. (hereinafter "Association") adopts the following policy for records inspection:

1. A Unit Owner or duly authorized representative shall be entitled to inspect and copy the Association's records during regular business hours at the Association's principal office provided the request is made in good faith and for proper purpose and the Unit Owner delivers written notice to the Association. All requests must be submitted on the Association's record inspection form attached to this policy. Written notice must include:
  - a. Detailed description of the records requested for inspection or copying including type of reports, dates, addresses, etc.
  - b. Detailed description of the purpose the Unit Owner has for reviewing the requested records.
2. The Board of Directors, in its sole discretion, may determine whether a Unit Owner's request to inspect and copy records is made in good faith and for a proper purpose.
3. A membership list or any part thereof may not be used for the following purposes without the written consent of the Board of Directors, including but not necessarily limited to:
  - a. To solicit money or property unless such money or property will be used solely to solicit votes of the members in an election to be held by the Association;
  - b. For any purpose not directly related to a Unit Owner's interest as a Unit Owner;
  - c. For any commercial purpose;
  - d. To be sold or purchased by any person or entity.
4. After receipt of a written request and determination that the inspection is in good faith and for proper purpose, the Association shall make an appointment, which is convenient to Association or managing agent to conduct the inspection. All records shall be inspected at the office of the Association's managing agent, unless otherwise agreed upon in advance. All appointments will be limited to 4 consecutive hours.
5. The Association may impose a reasonable charge for all copies provided to a member. The charge may not exceed the actual cost for copies charged to the Association. If a Unit Owner requests documents which must be retrieved from archived storage or other sources, (e.g. attorney, CPA, etc.), the member will be responsible for all costs, payable in advance, of retrieval including but not limited to retrieval fee, labor, materials, and postage.
6. Records may not be removed from the premises where they are inspected without the prior written consent of the Board.

7. The following records may be kept confidential by the Association:
  - a. Documents relating to attorney/client privilege or regarding possible, contemplated, pending or imminent legal action or court proceedings
  - b. Documents which according to the law cannot be disclosed to a third party
  - c. Documents which if disclosed would constitute an invasion of privacy
  - d. Documents regarding personnel or employment issues
  
8. In the event of any conflict between this Policy and Procedure and the Association's Declarations and Covenants, or Colorado law, the Association's Declarations and Covenants and/or Colorado law shall prevail.

IN WITNESS THEREOF, the undersigned certify that this RECORDS INSPECTION POLICY was adopted at a duly called meeting of the Castle Highlands Homeowners Association, Inc. held on the \_\_\_\_\_ day of \_\_\_\_\_, 2005.

CASTLE HIGHLANDS HOMEOWNERS ASSOCIATION, INC.

BY: \_\_\_\_\_  
President

ATTEST:

By: \_\_\_\_\_