

**RESOLUTION  
OF THE  
TERRACE HOMEOWNERS ASSOCIATION (B)  
REGARDING POLICY AND PROCEDURE FOR INSPECTION AND COPYING  
OF ASSOCIATION RECORDS**

**SUBJECT:** Adoption of a procedure for the inspection and copying on Association records by Owners and retention of Association permanent records.

**PURPOSES:** To adopt a policy regarding an Owner's right to inspect and copy Association records and identification of records to be permanently retained by the Association. To adopt a standard procedure to be followed when an Owner chooses to inspect or copy Association records.

**AUTHORITY:** The Declaration, Articles and Bylaws of the Association and Colorado law.

**EFFECTIVE DATE:** July 1, 2010

**RESOLUTION:** The Association hereby adopts the following Policy and Procedures:

1. The Association shall permanently retain the following records as required by Colorado law:
  - Minutes of all Board and Owner meetings
  - All actions taken by the Board or Owners by written ballot in lieu of a meeting
  - All actions taken by a committee on behalf of the Board instead of the Board acting on behalf of the Association
  - All waivers of the notice requirements for Owner meetings, Board member meetings, or committee meetings
  
2. Inspection/Copying Association Records. An Owner or his/her authorized agent is entitled to inspect and copy any of the books and records of the Association, subject to the exclusions, conditions and requirements set forth below:
  - (a) The inspection and/or copying of the records of the Association shall be at the Owner's expense;
  - (b) The inspection and/or copying of the records of the Association shall be conducted during the hours of 10:00 a.m. to 4:00 p.m., Monday through Friday, at the Association's management office;
  - (c) The Owner shall give the Association's managing agent a written demand, stating the purpose for which the inspection and/or copying is sought, at

least five business days before the date on which the Owner wishes to inspect and/or copy such records; and

- (d) The Owner shall complete and sign the Agreement Regarding Inspection of Association Records prior to the inspection and copying of any Association record. A copy of the Agreement is attached to this Policy. Failure to properly complete or sign the Agreement shall be valid grounds for denying an Owner the right to inspect and/or copy any record of the Association.

3. Proper Purpose/Limitation. Association records shall not be used by any Owner for:

- (a) Any purpose unrelated to an Owner's interest as an Owner;
- (b) The purpose of soliciting 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;
- (c) Any commercial purpose;
- (d) For the purpose of giving, selling, or distributing such Association records to any person; or
- (e) Any improper purpose as determined in the sole discretion of the Board.

4. Exclusions. The following records shall NOT be available for inspection and/or copying as they are deemed confidential:

- (a) Attorney-client privileged documents and records, unless the Board decides to disclose such communications at an open meeting;
- (b) Any documents that are confidential under constitutional, statutory or judicially imposed requirements; and
- (c) Any documents, or information contained in such documents, disclosure of which would constitute an unwarranted invasion of individual privacy, including but not limited to social security numbers, dates of birth, personal bank account information, and driver's license numbers.

5. Fees/Costs. Any Owner requesting copies of Association records shall be responsible for all actual costs incurred by the Association, which have been determined to be \$.50 per page, and \$50.00 per hour for the cost to search, retrieve, and copy the record(s) requested. For the copy requests estimated to be \$50.00 or more, the Association may require a deposit equal to the anticipated actual cost of the requested records. Failure to pay such deposit shall be valid grounds for denying an Owner copies of such records. If after payment of the

deposit it is determined that the actual cost was more than the deposit, Owner shall pay such amount prior to delivery of the copies. If after payment of the deposit it is determined that the actual cost was less than the deposit, the difference shall be returned to the Owner with the copies. There shall be no cost to any Owner accessing records which are required to be disclosed by Colorado law at no cost to Owners.

6. Inspection. The Association reserves the right to have a third party present to observe during any inspection of record by an Owner or the Owner's representative.
7. Original. No owner shall remove any original book or record of the Association from the place of inspection nor shall any Owner alter, destroy or mark in any manner, any original book or record of the Association.
8. Creation of Records. Nothing contained in this Policy shall be construed to nor require the Association to create records that do not exist or compile records in a particular format or order.
9. Definitions. Unless otherwise defined in this Resolution, initially capitalized or terms defined in the Declaration shall have the same meaning herein.
10. Supplement to Law. The provisions of this Resolution shall be in addition to and in supplement of the terms and provisions of the Declaration and the law of the State of Colorado governing the Project.
11. Deviations. The Board may deviate from the procedures set forth in this Resolution if in its sole discretion such deviation is reasonable under the circumstances.
12. Amendment. This policy may be amended from time to time by the Board of Directors.

**PRESIDENT'S**

**CERTIFICATION:** The undersigned, being the President of the Terrace Homeowners Association (B), a Colorado nonprofit corporation, certifies that the foregoing Resolution was approved and adopted by the Board of Directors of the Association, at a duly called and held meeting of the Board of Directors of the Association on 6/29/10 and in witness thereof, the undersigned have subscribed his/her name.

**TERRACE HOMEOWNERS ASSOCIATION (B)**

A Colorado nonprofit corporation,

By: Joseph P. Keegan  
President

**AGREEMENT REGARDIN INSPECTION AND COPYING OF RECORDS OF  
THE TERRACE HOMEOWNERS ASSOCIATION (B).**

I have requested to inspect and/or obtain copies of the following records for the Terrace Homeowners Association (B). (be as specific as possible):

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The records shall be used for the following purpose(s) only:

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I understand that under the terms of the Colorado Revised Nonprofit Corporation Ac, Association records may not be obtained or used for any purpose unrelated to my interest(s) as an Owner. I further understand and agree that without limiting the generally of the foregoing, Association records may not be:

- (A) 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 held by the Association;
- (B) use for any commercial purpose;
- (C) sold to, otherwise disturbed to, or purchases by any person;
- (D) any other purpose prohibited by law; or
- (E) any purpose not related to the reason specified in this Agreement.

In the event any documentation requested is used for an improper purpose or purpose other than that stated above, I will be responsible for any and all damages, penalties and costs incurred but the Association, including attorney fees resulting from such improper use. I will additionally be subject to any and all enforced procedures available to the Association through tits governing documents and Colorado law.

Understood and agreed to by:

\_\_\_\_\_  
Homeowner

Date: \_\_\_\_\_

\_\_\_\_\_  
Homeowner

Date: \_\_\_\_\_

\_\_\_\_\_  
Address

Date: \_\_\_\_\_