

# The Knolls & Ravenna Hills Homeowners Association

## Record Retention and Inspection Policy and Procedure

BE IT RESOLVED, that the records of the Association are public documents and Members of the Association are welcomed to review them in accordance with the following procedure.

### 1. Scope:

To adopt a procedure and policy to be followed when retaining records and when records are requested to be reviewed.

### 2. Specifics:

All records for the Association will be kept permanently either in paper or electronic. The Board of Directors and/or the Management Company for the Association will keep all records prior to 2012 as to what is currently available. All records will be kept in writing or in a form that can easily be converted into written form.

The following items will be kept as permanent records:

- Minutes of all Board and owner meetings;
- All actions taken by the Board or owners by written ballot instead of holding a meeting;
- All actions taken by a committee on behalf of the Board instead of the Board acting on behalf of the Association; and
- All waivers of the notice requirements for owner meetings, board member meetings or committee meetings.

In addition to the above that must be kept as permanent records, the Association will keep a copy of the following records in its principle office:

- Articles of incorporation
- Bylaws;
- Declaration of Covenants, Conditions, and Restrictions;
- Board resolutions affecting the owners;
- Minutes of all owner meetings and records of any actions taken by Members without a meeting in the past three years;
- All written communication within the last three years to the owners as a whole;
- A list of the names and business or home addresses of the current Board members and its officers;
- Most recent annual report, if any, of the Board;
- All financial audits or reviews conducted in the last three years; and
- A record of all Association members that allows the preparation of a list of the names and addresses of all owners as well as the number of votes each owner has to cast.

Owners may request to inspect records or copies of records; request must be made in writing to the Management Company for the Association. The records can only be physically inspected within the office of the Management Company for the Association, during normal business hours, or during the next regularly scheduled owner or Board meeting occurring within thirty (30) days of the owner's request, at the discretion of the Board. If physical copies of records are requested to be mailed, faxed, or electronically mailed, a per page charge no less than \$0.10 plus office staff time to copy the records will be billed and due. Additional mailing charges may apply. These charges shall be at the owner's expense and may be collected by the Association in advance.

The written request must include: who is making the request, proof of authorization to make the request, owners address, what records are being requested to be reviewed, a description of the document being requested and the reason for review. The review of records may only be for proper purposes and must be Association related. A signed acknowledgement from the owner must be on the request stating that the records will not be used for improper purposes.

Association records, including membership lists, shall not be used by any owner for:

- Any purpose unrelated to an owner's interest as an owner;
- The purpose of soliciting money or property;
- Any commercial purpose;
- The purpose of giving, selling, or distributing such Association records to any person; or
- Any improper purpose as determined in the sole discretion of the Board.

Those items that are between the Board of Directors and an attorney are not open for review. Items that are for personal nature shared with the Board by a specific Association Member will not be open for review.

The Association shall make the records available within five (5) business days of the owner's request or during the next regularly scheduled owner or Board meeting occurring within thirty (30) days of the owner's request, at the discretion of the Board. The Board shall advise the owner of the time and place of such inspection in writing within five (5) business days of the owner's request.

3. **Definitions:** Unless otherwise defined in this Resolution, initially capitalized or terms defined in the Declaration shall have the same meaning therein.
4. **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 Association.
5. **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.

6. **Amendment:** The Board of Directors may amend this procedure from time to time.

**President's Certification:** The undersigned, being the President of the Association, certifies that the Board of Directors of the Association adopted the foregoing resolution and in witness thereof, the undersigned has subscribed his/her name.

**The Knolls & Ravenna Hills Homeowners Association**

\_\_\_\_\_  
President

*Gail West*

Effective Date: 4.21.14