

RESOLUTION OF
GRANDVIEW VILLAS CONDOMINIUMS ASSOCIATION, INC.
REGARDING POLICY AND PROCEDURE FOR
INSPECTION AND COPYING OF ASSOCIATION RECORDS

Effective Date: February 2, 2019

Grandview Villas Condominiums Association, Inc. hereby adopts the following policy and procedure for the inspection and copying of Association records.

1. Records for Inspection. All records maintained by the Association pursuant to law or the Association's governing documents shall be available for examination and copying by a Lot Owner or the Owner's authorized representative.

2. Exclusions. The Association may withhold from inspection and copying certain records as provided by Colorado law, and which shall not be deemed to be records of the Association, which shall include, but are not limited to:

(a) Architectural drawings, plans and designs, unless released upon the written consent of the owner of such drawings, plans or designs;

(b) Contracts, leases, bids or records related to transactions currently under negotiation;

(c) Communications with legal counsel that are otherwise protected by the attorney-client privilege or the attorney work product doctrine;

(d) Records of executive sessions of the Board;

(e) Individual unit files other than those of the requesting Owners;

The Association shall withhold from inspection and copying the following records as provided by Colorado law:

(a) Personnel, salary or medical records relating to individuals;

(b) Personal identification and account information of Owners, including bank account information, telephone numbers, e-mail addresses, driver's license numbers, and social security numbers;

3. Inspection/Copying Association Records. An Owner or his/her authorized agent desiring to inspect and copy any of the books and records of the Association, subject to the exclusions set forth above, shall first access the Association's website, if any, to determine if the desired document is available on the website. Thereafter, if a document is not available on the website,

the Owner or his/her authorized agent must submit a written request to the Association describing with reasonable particularity the records sought at least ten (10) days prior to the inspection or production of the documents. The Association shall provide access to the requested records by:

(a) Making the requested records available for inspection and copying by the Owner, which inspection shall be during the regular business hours of 8:00 a.m. to 5:00 p.m. at the offices of the Association as identified by the Colorado Secretary of State; or

(b) Making the requested records available for inspection and copying by the Owner during the next regularly scheduled Board meeting occurring within 30 days of the Owner's request; or

(c) E-mailing the requested records to the Owner.

4. Use of Records. While Owners are not required to state a purpose for any request to inspect the records of the Association, the membership list may not be used for any of the following without the consent of the Board:

(a) 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) For any commercial purpose; or

(c) Sold to or purchased by any person.

5. Fees/Costs. Any Owner requesting copies of Association records shall be responsible for all actual costs incurred by the Association, including the cost to search, retrieve, and copy the record(s) requested. The Association may require a deposit equal to the anticipated actual cost of the requested records in advance. Failure to pay such deposit shall be valid grounds for denying an Owner's request for 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.

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 require the Association to create records that do not exist or compile or synthesize information.

9. 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.

10. Amendment. This Policy may be amended from time to time by the Board of Directors.

PRESIDENT'S CERTIFICATION:

The undersigned, being the President of Grandview Villas Condominiums Association, Inc., a Colorado nonprofit corporation, certifies that the foregoing Resolution was adopted by the Board of Directors of the Association, at a duly called and held meeting of the Board of Directors on February 2, 2019, and in witness thereof, the undersigned has subscribed her name.

GRANDVIEW VILLAS CONDOMINIUMS
ASSOCIATION, INC.,
a Colorado nonprofit corporation

By: _____

Dawn Dobson, President