

Lodge at Lake Dillon Condominium Association
Policy Regarding Inspection and Copying of Association Records

Adopted: April 10, 2006

The following procedures have been adopted by the Lodge at Lake Dillon Condominium Association (“Association”) pursuant to provisions of C.R.S. 38-33.3-209.5, at a regular meeting of the Board of Managers.

Purpose: To establish uniform procedures for the inspection and copying of Association records by Association Members; to establish the type of records kept by the Association or its agent; and to establish the cost of copying Association records.

WHEREAS, the Colorado Common Interest Ownership Act, in C.R.S 38-33.3-317 gives all Members the right to examine and copy the financial and other records of the Association for a proper purpose.

NOW, THEREFORE, IT IS RESOLVED that the Association does hereby adopt the following policy governing the inspection and copying of Association records:

1. The Association shall keep as permanent records the following documents:
 - a. Minutes of all meetings of Owners and the Board.
 - b. A record of all actions taken by the Owners or the Board by written ballot or written consent in lieu of a meeting.
 - c. A record of all actions taken by a committee of the Board in place of the Board on behalf of the Association.
 - d. A record of all waivers of notices of meetings of Owners and of the Board or any committee of the Board.
 - e. A record of Owners in a form that permits preparation of a list of the names and addresses of all Owners, showing the number of votes each Owner is entitled to vote.
 - f. All tax returns filed by the Association.

In addition to the above, the Association shall keep a copy of each of the following records at its principal office:

- g. Articles of Incorporation, Declaration, Covenants and Bylaws.
- h. Resolutions adopted by the Board.
- i. The minutes of all Owners meetings and records of all actions taken by Owners without a meeting for the past three (3) years.
- j. All written communications within the past three (3) years to Owners generally as Owners.
- k. A list of the names and business or home addresses of the Association’s current directors and officers
- l. The Association’s most recent annual report.

- m. All financial audits or reviews conducted pursuant to Section 38-33.3-303(4)(b) during the immediately preceding three years.
2. So the Association can have the desired books, records and personnel available, a written notice of intent to inspect must be submitted to the Association's Resident Manager or to the Board of Managers at least five (5) business days prior to the planned inspection.
3. All records shall be inspected at the principal office of the Association located at 220 E. La Bonte, Dillon, Colorado 80435, between the hours of 9:00AM and 5:00 PM, Monday through Friday.
4. At the discretion of the Association's Board of Managers or Resident Manager, certain records may only be inspected in the presence of a Board member, or the Resident Manager of the Association. No records may be removed from the office without the express written consent of the Board of Managers. Further, if a Member requests to inspect specific records, the Association may photocopy and provide the requested records to the Member in lieu of the Member's inspection of the records if consented to by the Member.
5. The Association may charge a fee, not to exceed the Association's actual cost per page for copies of the Association records.
6. Consistent with individual Member's right to privacy, attorney-client confidentiality and other considerations, the following records will not be made available without the express written consent of the Board of Managers:
 - a. Confidential personnel records.
 - b. Confidential litigation files and matters covering consultation with legal counsel concerning disputes that are subject of pending or imminent court proceedings or are privileged or confidential between attorney and client.
 - c. Files dealing with investigative proceedings concerning possible or actual criminal misconduct.
 - d. Any matter the disclosure of which would constitute an unwarranted invasion of individual privacy.
 - e. Inter-office memoranda, preliminary data, working papers and drafts, and general information or investigations which have not been formally approved by the Board of Managers.
7. In determining whether records may be inspected, the Association shall consider, among other things:
 - a. Whether the request is made in good faith and for a proper purpose;
 - b. Whether the records requested are relevant to the purpose of the request;
 - c. Whether disclosure is for an illegal or improper purpose, or would violate a constitutional or statutory provision or public policy; and

- d. Whether disclosure may result in an invasion of personal privacy, breach of confidence or privileged information as set forth above.
8. The Association reserves the right to pursue any individual for damages or injunctive relief or both, including reasonable attorney fees, for abuse of these rights, including, but not limited to, use of any records for a purpose other than what is stated in the notice of intent to inspect.
9. Annually, within 90 days after the end of each fiscal year, the Association will give written notice of the following items by first class mail, personal delivery, a binder at the principal place of business, or on the Association's website:
 - a. Names of the Association and the common interest community
 - b. Name and address of management company, if any
 - c. Physical address and phone number for the Association and Resident Manager
 - d. Date of recording of the Declaration and recording information
10. Within 90 days after the end of each fiscal year, the Association will make the following information available to owners upon reasonable notice:
 - a. Date the fiscal year begins
 - b. Operating budget for the current year
 - c. List of current regular and special assessments, by unit type
 - d. Annual financial statements, including reserves
 - e. Results of any financial audit or review for previous fiscal year
 - f. List of all Association insurance policies (property, general liability, manager and officer liability, fidelity), including companies, policy limits and deductibles, additional insured's, and expiration dates
 - g. Association bylaws, articles, and rules and regulations
 - h. Minutes of Board and Member meetings for prior fiscal year
 - i. Association's "Responsible Governance Policies" (contained in bylaws and rules)

Attest: Jeff C. Sahr, Treasurer

This policy regarding inspection and copying of Association records was adopted by the Board at a regular meeting held on the 10th day of April, 2006, effective the 10th day of April, 2006, and is attested by the Treasurer.

Jeff C. Sahr (Signature on file)
Treasurer