

Current Policy for Owners' Inspection & Copying of Association Records

The records are currently kept with the managing agent and/or acting Secretary or Treasurer of the board of directors. They are available anytime, with proper notice of at least five (5) days via phone, mail or email to the board of directors and/or managing agent.

The Bylaws that govern inspection are as follows:

ARTICLE 6

BOOKS AND RECORDS

- 6.5 All required records must be in written form or a form capable of easy conversion into written form within reasonable time period.
- 6.6 Owners have an explicit right to copy relevant records. Owner requests must be made in good faith, for a proper purpose, give a detailed description which records are needed and the purpose of the request.
- 6.7 Requests for membership lists must be approved by the board. Prohibited uses include soliciting money or property; any commercial purpose; or selling the list to any person.
- 6.8 If the requests meet the above conditions, the records must be made available during normal business hours with five (5) business days notice or at the next regular meeting.
- 6.9 The association may charge for the actual cost of copying (retrieval, copy, cost of materials used to make copies).