



2192 DENTON GROVE  
COLORADO SPRINGS  
COLORADO 80919

## Arbors at Mountain Shadows Condominium Owners Association, Inc.

November 15, 2018

WHEREAS the Colorado Common Interest Owners Act (CCIOA), 38-33.3-317, provides for the examination of the records of the Association by its members,

WHEREAS the Declarations of the Association, Section 9.7, provides for the examination of the records of the Association by its members,

WHEREAS it is the desire of the Board of Directors that all members of the Association be informed regarding the operation of the complex,

WHEREAS it is the desire of the Board of Directors that all members of the Association have access to the documents and records of the Association,

IN WITNESS WHEREOF, the undersigned certify that the following *Policy for Inspection of Records* was adopted by Resolution of the Board of Directors of the Association on the 15<sup>th</sup> day of November, 2018.

Lynda DeHaven, President  
on behalf of the Board of Directors

Attest:

Wyatt Kondris, Secretary

# Arbors at Mountain Shadows

Condominium Owners Association, Inc.

November 15, 2018

## POLICY for INSPECTION of RECORDS

The records of the Association are divided into three sections. Section I includes those documents which are noted as public records and are available to the public on the Association's website: *arborsatmountainshadows.com*. Section II includes those records which are available to the members (homeowners) of the Association and can be viewed on the website by members only. Section III includes those records that are of a sensitive nature, personal privacy, attorney-client privilege, etc. and can be viewed (not copied) only by the members of the Board of Directors. Section IV outlines the availability of these records and fees associated therewith.

### Section I

1. Information and records that are available to the members and the public which can be viewed on Arbors at Mountain Shadows COA website: *arborsatmountainshadows.com*.
  - (a) Name of the association/common interest community.
  - (b) Name, physical address, and telephone number for the association/designated agent.
  - (c) A copy of the Association's most recent Annual Report on file at the office of the Colorado Secretary of State.
  - (d) The Association's declarations, by-laws, policies, rules, and regulations.
  - (e) The initial date of recording and reception number for the declaration.

### Section II

2. Information and records that are available only to members of the Association.
  - (a) The date on which the association's fiscal year commences.
  - (b) The association's operating budget for the current fiscal year.
  - (c) A list, by unit type, of the association's current assessments including both regular and special assessments.
  - (d) The association's annual financial statements, including any amounts held in reserve for the current and preceding annual fiscal year.
  - (e) Results of the most recent financial audit or review.
  - (f) The Association's most recent reserve study
  - (g) A list of all the association's insurance policies including, but not limited to, property, general liability, association director and officer professional liability, and fidelity policies. The list will include company names, policy limits, policy deductibles, additional named insureds, and expiration dates of the policies.
  - (h) Minutes of the Board of Directors' and Members' meetings which shall include actions and motions carried as a result of a meeting without meeting for the current

- fiscal year and those of the preceding fiscal year.
- (i) Detailed records of receipts and expenses affecting the operation and administration of the Association.
  - (j) Records of claims for construction defects and amounts received pursuant to settlement of those claims.
  - (k) Current written contracts to which the Association is a party and contracts for work performed for the Association within the immediately preceding two (2) years.
  - (l) Ballots, proxies and other records related to voting by unit owners for one year after the election, action, or vote to which they relate.
  - (m) All written communications within the past three years to all unit owners generally as unit owners.

### Section III

3. Information and records that are available only to members of the Board of Directors:
- (a) Architectural drawings, plans and designs.
  - (b) Contracts, leases, bids, or records related to transactions to purchase or provide goods or services that are currently in or 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 an executive session of the Board of Directors.
  - (e) A list of the owners of the Association including names, physical mailing addresses, electronic email addresses by which the Association communicates with the owners.
  - (f) Financial records sufficiently detailed to permit the association to comply with requests for a statement setting forth the amount of unpaid assessments levied against an owner's unit.
  - (g) Records concerning specific unit/owners, rather than owners in general.
  - (h) Personnel, salary, or medical records relating to specific individuals.
  - (i) Personal identification, including but not limited to, financial account information of members, telephone numbers, electronic mail addresses, driver's license numbers, and social security numbers.
  - (j) Any record where disclosure thereof would be in violation of law.

### Section IV

4. Procedure for physical examination and copying of records:
- (a) Members may examine any record as enumerated in Section I by logging onto the Association's website
  - (b) Members may examine any record as enumerated in Section II by registering online, establishing a username, and creating a password.
  - (c) Members may examine any record as enumerated in Sections I and II by contacting the Board and arranging to meet with a member thereof at the clubhouse
    - i. at least ten (10) business days in advance, or
    - ii. the next regularly scheduled board meeting if the meeting is held within thirty (30) days of the request.
  - (d) Members may request a paper/hard copy of a record with payment of a \$5.00 fee per record.