

## **RECORDS AND INSPECTIONS POLICY OF (Name of Association Here)**

WHEREAS, the Board desires to establish a policy governing the inspection of records of the Association in accordance with the provisions of C.G.S. section 47-260; and

WHEREAS, the Board established (DATE-minimum of 10 days after the Board has adopted the policy) as the effective date of the policy; and

WHEREFORE, at its (DATE HERE) Board of Directors meeting, the Board adopted the following Records and Inspection Policy.

### **1. RECORDS POLICY**

The following records of the Association shall be maintained:

1. Receipts and expenditures affecting the operation and administration of the Association and other appropriate account records.
2. Approved minutes of Board meetings.
3. Approved minutes of Owner's meetings.
4. Record all actions taken by the Board without a meeting (Understanding that written documentation was only required following July 1, 2010).
5. Record all actions taken by committee in lieu of Board action (Understanding that written documentation was only required following July 1, 2010).
6. Name and address of all owners in alphabetical order. The vote each owner is entitled to cast shall be stated next to his/her name.
7. Original or restated organizational documents, Bylaws, Amendments, and current rules.
8. All financial statements and tax returns for three (3) prior years.
9. Names and addresses of Board members and Officers.
10. Current annual reports filed with Secretary of State.
11. Financial and other records required to comply with C.G.S. section 47-270 (Resale Certificate).
12. All current contracts.
13. Records of approval or denials for requests for design or architectural approval from owners.
14. Ballots, proxies, and other voting records for any vote, which occurred within the last year.

### **2. INSPECTION OF RECORDS**

1. An owner must submit a request in a record reasonably identifying the specific records requested to the Board of Directors.
2. The request must be made at least give (5) business days prior to the requested date of inspection.
3. Records may be examined or copied by the owner, or the owner's agent.
4. The requesting owner must pay for the cost of copies and the supervision of the inspection. The copies will be provided by electronic transmission, if available, upon request by the unit owner.

5. The cost is \$.15 per page, whether they are paper or electronic copies. The charge for supervision is \$75 per hour.
6. The records are available for inspection at the Association's management company during reasonable business hours or at a mutually convenient time and location.
7. Copies will not be provided until the copying and supervision charges are paid in full.
8. Depending upon the number of copies request, copies may not be available for up to five (5) business days after the inspection.
9. The supervision charge will be charged for the time required to make the copies.
10. The following records are NOT subject to inspection:
  - a. Personnel, salary, and medical records relating to specific individuals unless waived by the persons to whom such records relate.
  - b. Information, the disclosure of which would violate the Common Interest Ownership Act or any other law.
  - c. Contracts, leases, or other commercial transactions to purchase or provide goods or services currently being negotiated.
  - d. Existing or potential litigation, mediation, arbitration, or administrative proceedings.
  - e. Existing or potential matters involving, federal, state, or local administrative or other formal proceedings before a governmental tribunal for enforcement of the Declaration, Bylaws, or Rules.
  - f. Communications with the Association's attorney, which are otherwise protected by the attorney-client privilege or the attorney work product doctrine.
  - g. Records of an Executive Session of the Executive Board.
  - h. Individual Unit files other than those of the requesting owner.
11. An Association is NOT obligated to compile or synthesize information.
12. Information provided to a unit owner pursuant to this section may not be used for commercial purposes.
13. By resolution, the Board of Directors, after Notice and hearing, may levy a fine up to \$\_\_\_\_\_ per day for each instance where information provided pursuant to this section to a unit owner is used for commercial purposes. Each letter, solicitation, email, advertisement, or any other use of the information shall be considered a separate violation subject to a daily fine.