

**WINDJAMMER HOMEOWNERS ASSOCIATION
INSPECTION AND COPYING OF ASSOCIATION RECORDS
POLICY AND PROCEDURES
25 October 2021**

Authority: CRS 38-33.3-209.4, Public Disclosures Required
CRS 38-33.3-209.5, Responsible Governance Policies, Para (1) (b) (V)
CRS 38-33.3-308, Meetings, Para (2) (b) (I)
CRS 38-33.3-317, Association Records
Bylaws, Article VI, Records and Accounts Sections 6.2 – 6.4, 6.6

Purpose: This Policy details the availability of Windjammer Homeowners Association Board of Directors ("**Board**") records to Owners. For the purpose of this Policy, **Owners** refers to both resident and non-resident owners of any property subject to the Association's Covenants and Policies. Records available for inspection include By-laws, Covenants, Declarations, Policies, Board and annual meeting minutes, and the official budget for the current fiscal year. Specified records are posted to the Association website (www.wjhoa.org), but all records can be requested in hard copy from the Association Secretary. Information associated with an individual Owner will not be shared with anyone except the affected Owner, unless subject to litigation. Generally, no fees will be charged for requests for record access. However, when a Statement of Homeowner Transfer is requested to complete the sale of a Lot, a \$100 fee will be assessed at the time of purchase closing.

Policy:

- a. To the maximum extent possible and consistent with privacy needs, the Board will provide access to Association records and meeting notices via the Association's internet website (www.wjhoa.org). Login is not necessary to access Association records. This documentation may be requested by an Owner in writing to the Association Secretary if the individual does not have computer access.
- b. Owners will be provided routine access to all posted records on the website in PDF format and will be allowed to download documents as individual files.
- c. The Association website will provide time and location information for all meetings of the Board or Executive Committee and all regular and special meetings of the Association membership.
- d. Authority for website management is restricted to the Executive Committee. Board members requiring posting of documents or other Association information are required to submit materials through the Association Vice President, who serves as the point of contact for website management.
- e. Information about specific Owner accounts is only available from the Association Secretary upon written/email request by the Owner or authorized representative.

Statements will be provided within a reasonable period of time.

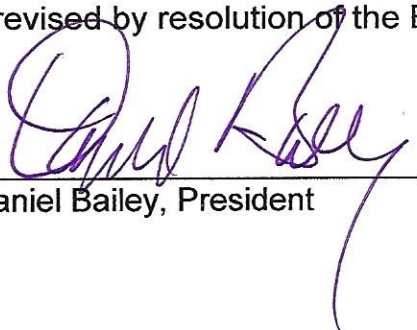
- f. Information about specific Owners is viewable only by that Owner unless it pertains to litigation. Disclosure of information of any litigation or other matter for which the Board received legal advice may be released for membership access at the discretion of the Board.
- g. Owners are prohibited from using Association records for commercial purposes.
- h. The Association is not required to compile information in response to a records request.
- i. To the maximum extent feasible, the Association will attempt to maintain additional records and the governing documents.

Procedure:

- a. Not later than March 31st of each year, the Association Secretary will ensure that the following records are current and posted to the website:
 - Basic Association information
 - Operating budget for the current calendar year
 - Association's current assessment
 - Annual financial statement of the preceding calendar year, including amounts held in the Reserve Account
 - Association Bylaws, Declaration, Articles of Incorporation, Rules, Regulations, and Policies
 - Minutes of Board meetings for the preceding calendar year
 - Minutes of the last annual membership meeting
- b. Title companies representing Owners and potential Owners may download available records from the Association website free of charge. However, when a Statement of Homeowner Transfer is required during the sale of a Lot, a fee of \$100 will be collected at the time of purchase closing. The Association contact information for requesting a Statement of Homeowner Transfer is windjammer_hoa@yahoo.com.
- c. Requests for hard copies of Association records will be accommodated to the greatest extent possible. For record requests larger than three (3) pages, a fee will be assessed to cover the cost of printing the requested records. Additionally, all requests that require postage in excess of a first-class stamp will be charged for mailing costs.

- d. Requests for records and/or information not posted on the website must be submitted in writing to the Association Secretary. Notice of ten (10) business days is required, and the request must identify as accurately as possible the record sought. No fees will be charged for these requests except as specified above. If disclosure is denied, the Association Secretary must explain the reason for withholding the record.

IN WITNESS WHEREOF, the undersigned certifies that this Policy and Procedures was revised by resolution of the Board of Directors of the Association on this 25 October 2021



Daniel Bailey, President