

Windrush Creek Property Owners Association

Records Request Policy

1. RECORDS THAT ARE AVAILABLE FOR INSPECTION

Unless otherwise prohibited by law or this policy, any owner may examine (including receiving copies or other information by email) the Association's books, records, and financial reports from the last five years ("Records") when requested, following this policy for any reasonable and proper purpose.

- a. An owner may not examine or copy any Records that contain any information about:
 - i. Personnel matters, including but not limited to salary/benefits information, performance reviews, applications, disciplinary action, and health matters;
 - ii. Communications with legal counsel or attorney work product about potential, threatened, or pending litigation or property-related matters;
 - iii. Contracts or transactions currently under negotiation or information that is within a contract or other agreement containing confidentiality requirements;
 - iv. Enforcement of the Declaration, Bylaws, or rules against other owners or occupants;
 - v. Matters or issues the disclosure of which is prohibited by state or federal law

2. ALL REQUESTS FOR RECORDS MUST BE IN WRITING/EMAIL

An owner who wants to inspect, copy, or receive any Association Record must submit a written request to the Board using the Association's Request to Inspect Records form on the Windrushcreek.us website. The request must identify the desired Record(s), including pertinent periods from the five years immediately preceding the request. The request must be sufficiently detailed to allow the Association to retrieve the Record(s) requested and include the request's purpose. The Board will only approve requests containing a reasonable and proper purpose for inspection.

3. ONLY OWNERS OR AUTHORIZED REPRESENTATIVES MAY INSPECT

Every owner has the right to inspect or receive Association Records in compliance with this policy. An owner may authorize, in writing, an attorney or other designated representative to conduct this inspection or request copies on the owner's behalf.

4. PROCEDURE AND CONDUCT GOVERNING A REQUEST TO INSPECT

An owner may receive copies by email or regular mail upon request.

The Association will make records available within a reasonable time but no more than 20 business days after the Association receives the written request. A minimum of five business days is needed to process a request. The Board may extend this time frame if the Records requested are so voluminous or otherwise in such condition as to render this time frame unreasonable.

Owners may not exercise their inspection or copying rights to harass any other owner, occupant, Board member, director, or employee.

5. CHARGES FOR COPIES/INSPECTION

Upon written request, the Association will provide draft or approved minutes of Association annual meetings at no charge.

If the owner requests hard-copy versions of records, the owner must pay \$.25 per page for copying, scanning, or printing regular or legal-sized records.

If the owner requests records to be sent via regular mail, the owner must pay \$.60 per page.