

**RESOLUTION OF THE
HAMPDEN HILLS AT AURORA HOMEOWNERS ASSOCIATION
REGARDING POLICY AND PROCEDURES FOR INSPECTION AND COPYING OF
ASSOCIATION RECORDS**

SUBJECT: Adoption of a procedure to be followed for the inspection and copying of Association records.

PURPOSE: To adopt a standard procedure to be used for the inspection and copying of Association records.

AUTHORITY: The Declaration, Bylaws and Articles of Incorporation of the Association and Colorado law.

EFFECTIVE DATE: January 1, 2006.

RESOLUTION: The Association hereby adopts the following procedures to be used for the inspection and copying of Association records.

1. The Association shall permanently retain the following records as required by Colorado law:
 - a. Minutes of all Board and Owner meetings;
 - b. All actions taken by the Board or unit Owners by written ballot in lieu of a meeting;
 - c. All actions taken by a committee on the behalf of the Board instead of the Board acting on behalf of the Association; and
 - d. All waivers of the notice requirements for unit Owner meetings, Board member meetings, or committee meetings.

2. Inspection/Copying Association Records. An Owner or his/her authorized agent is entitled to inspect and copy any of the books and records of the Association, subject to the exclusions, conditions and requirements set forth below:
 - a. The inspection and/or copying of the records of the Association shall be at the Owner's expense;
 - b. The inspection and/or copying of the records of the Association shall be conducted by contacting the Association's property manager and arranging a mutually convenient time and location for the inspection and/or copying; and
 - c. The Owner shall give the Association's management company a written demand, stating the purpose for which the inspection and/or copying is sought, at least five business days before the date on which the Owner wishes to inspect and/or copy such records.

3. Proper Purpose/Limitation. Association records shall not be used by any

Owner for:

- a. Any purpose unrelated to an Owner's interest as an Owner;
 - b. The purpose of soliciting money or property unless such money or property will be used solely to solicit the votes of the Owners in an election to be held by the Association;
 - c. Any commercial purpose;
 - d. For the purpose of giving, selling, or distributing such Association records to any person; or
 - e. Any improper purpose as determined in the sole discretion of the Board.
4. Exclusions. The following records shall NOT be available for inspection and/or copying, as they are deemed confidential:
- a. Attorney-client privileged documents and records, unless the Board decides to disclose such communications at an open meeting;
 - b. Any documents that are confidential under constitutional, statutory or judicially imposed requirements; and
 - c. Any documents, or information contained in such documents, disclosure of which would constitute an unwarranted invasion of individual privacy, including but not limited to social security numbers, dates of birth, personal bank account information, unlisted telephone numbers and driver's license numbers.
5. Fees/Costs. Any Owner requesting copies of Association records shall be responsible for all actual costs incurred by the Association, including the cost to search, retrieve, and copy the record(s) requested. The actual costs incurred shall include a per page copy charge of \$0.15 per page.
6. Inspection. The Association reserves the right to have a third person present to observe during any inspection of records by an Owner or the Owner's representative.
7. Original. No Owner shall remove any original book or record of the Association from the place of inspection nor shall any Owner alter, destroy or mark in any manner, any original book or record of the Association.
8. Creation of Records. Nothing contained in this Policy shall be construed to nor require the Association to create records that do not exist or compile records in a particular format or order.
9. Definitions. Unless otherwise defined in this Resolution, initially capitalized or terms defined in the Declaration shall have the same meaning herein.
10. Supplement to Law. The provisions of this Resolution shall be in addition to an

in supplement of the terms and provisions of the Declaration and the law of the State of Colorado governing the Project.

11. Deviations. The Board or its agents may deviate from the procedures set forth in this Resolution if in its sole discretion such deviation is reasonable under the circumstances.
12. Amendment. This policy may be amended from time to time by the Board of Directors.

PRESIDENT'S CERTIFICATION:

The undersigned, being the President of the Association, certifies that the foregoing resolution was adopted by the Board of Directors of the Association at a duly called and held meeting of the Board of Directors held on this ____ day of _____, 2006 and in witness thereof, the undersigned has subscribed his/her name.

HAMPDEN HILLS AT AURORA HOMEOWNERS ASSOCIATION

By: _____, President

REAFFIRMATION CERTIFICATION:

The undersigned, being President of the Association, certifies that the foregoing resolution adoption was reaffirmed by the Board of Directors of the Association at a duly called and held meeting of the Board of Directors held this 18th day of February, 2014 and in witness thereof, the undersigned has subscribed his/her name.

Hampden Hills at Aurora Homeowners Association

By: Debra Dawson

Debra Dawson, President