

**Cherry Grove Condominium Association
Board Policy Statement – Records Access**

WHEREAS, Unit Owners and mortgage holders have access to inspect the books and records of the Association as required in the Master Deed, and

WHEREAS, it is necessary to define the procedures for inspecting the records, and

WHEREAS, it is intended that this policy be applicable to all unit owners (and their agents) and all mortgage holders (and their agents) and shall remain in effect until changed or rescinded by a majority of the Board of Directors:

BE IT, THEREFORE, RESOLVED THAT the following policy regarding the access to the records of the Association by the unit owners and mortgage holders will be adopted by the Board of Directors:

1. Unit owners and mortgage holders are allowed access to, the records and books of the Association. Access will be limited only by the provisions of this policy resolution.
2. Copies of the past month's meeting minutes and financial statements are available without advance notice and without any charge. These items may be picked up during office hours at the management office.
3. Any unit owner or mortgage holder that wants access to inspect additional records is required to put their request in writing. The request:
 - a. Should be made to the Board of Directors and delivered to the management office.
 - b. Must detail the specific records that are to be inspected.
 - c. Must indicate the purpose of the inspection request.
4. The Board of Directors will act upon all written requests to inspect the records within two weeks of receipt by the management office.
5. Requests that are deemed to be in the interest of the Association will be approved. Any request that is for personal benefit or contrary to the benefit of the Association will be denied.
6. Approved requests to inspect the records will be performed during regular office hours to a mutually agreed time between the requester and the Manager.
7. The requester will not disrupt the normal office activities during the inspection.
8. No records shall be removed from the management office.
9. If any photocopies of the records are desired, the copies will be made by the management office at a reasonable rate per copy determined by the management company.
10. All inspection of records will require a monitor. The cost of the monitor for supervision and copying will be paid by the requester and the Management Company.
11. The following records will not be made available for inspection:
 - a. Attorney and legal files and all supporting correspondence.
 - b. Minutes of executive sessions of any Board meeting.
 - c. Personnel records.
 - d. Individual unit files of other unit owners.
 - e. Information about hearings dealing with deed restriction enforcement involving other unit owners.
 - f. Any record that disclosure would violate a law or right of another.
 - g. Any records that have not yet been reviewed by the Board or are still preliminary.
12. Agents of a unit owner or mortgage holder may participate in the inspection.