

**TWO RIVERS HOMEOWNERS ASSOCIATION**

**GOVERNANCE POLICY FOR**

**INSPECTION OF ASSOCIATION RECORDS**

(all capitalized terms used herein and not defined herein shall have the meaning given to them in the Declaration of Covenants, Conditions and Restrictions for Two Rivers Homeowners Association)

(a) Subject to C.R.S. § 38-33.3-317(4), the Board shall make available for inspection and copying by a holder, insurer or guarantor of a first Mortgage on a Lot or Unit, any Owner, or the duly appointed representative of any of the foregoing during normal business hours and for a purpose reasonably related to his or her interest in a Lot or Unit: (i) the Master Documents, (ii) the membership register, (iii) books of account, (iv) the minutes of meetings of the Owners, the Board and committees, and (v) any other records in accordance with Colorado law. Records of a confidential nature, however, shall not be available for inspection. The Board shall provide for record inspection to take place within 10 business days after receipt of the Request for Access to Association Records form (see Exhibit A attached) for access at the Association's office, at the offices of its management company or at such other place within the Community as the Board shall designate. The Board may modify The Request for Access to Association Records form at any time.

(b) Such inspection shall be conducted on weekdays (not Saturdays, Sundays, or holidays) during the Association's normal business hours.

(c) The cost of reproducing the requested documents shall be borne by the requesting party in advance.

(d) Each director shall have the absolute right at any reasonable time to inspect all Association books, records, and documents and the physical properties owned or controlled by the Association. A director's right of inspection includes the right to make a copy of relevant documents at the Association's expense.

(e) The Association shall permanently retain the following records: (1) Owner, Board and committee meeting minutes, (2) Owner, Board and committee actions and (3) waivers of meeting notices.

**This policy was adopted on by resolution of the Board of Two Rivers Homeowners Association on April 23, 2015, is effective of even date therewith, and complies with the Colorado Common Interest Ownership Act as of that date. If the policy contained herein becomes in conflict with the laws of the State of Colorado shall be rendered void. The governance policy set forth herein is not intended to enlarge or create any fiduciary duties. Except for acts of fraud or bad faith, no director shall incur any liability under this policy.**

TWO RIVERS HOMEOWNERS ASSOCIATION,  
a Colorado nonprofit corporation

By: \_\_\_\_\_

Its: President

ATTEST:

By: \_\_\_\_\_

Its: Secretary

**EXHIBIT A**

**REQUEST FOR ACCESS TO  
ASSOCIATION RECORDS**

Owner Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Pursuant to state law and the governing documents of \_\_\_\_\_ Association, I hereby request that \_\_\_\_\_ Association provide access to the records of the Association on the following date: \_\_\_\_\_. If this date is not available, my first preference for an alternate date is: \_\_\_\_\_.

1. The records that I wish to review are (attach a separate piece of paper if necessary):

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

2. I certify that my request to review the records of the Association is for a proper purpose related to my membership in the Association, and that this request is not for commercial purposes or my personal financial gain. Specifically, my purpose for wanting to review the records of the Association is as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. I acknowledge and accept the Association's record access and inspection procedures. I acknowledge and accept that the records of the Association will be made available to me only at such time and place as the Association's policy provides, and that there may be a cost associated with providing copies of these documents for me. I agree to pay any costs associated with copying these documents, including but not limited to the actual and reasonable costs of labor and photocopying material.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_