

**THE ELK RUN AT COPPER MOUNTAIN**  
**Re: INSPECTION AND COPYING OF ASSOCIATION RECORDS**

Adopted December 28, 2005

The following procedures have been adopted by the Elk Run at Copper Mountain Association, Inc. ("Association") pursuant to the provisions of C.R.S. 38-33.3-209.5, at a meeting of the Board of Directors on December 28<sup>th</sup>, 2005.

WHEREAS, The Colorado Common Interest Ownership Act, in C.R.S. 38-33.3-317 gives all Members the right to examine and copy the financial and other records of the Association for a proper purpose.

NOW, THEREFORE, IT IS RESOLVED that the Association does hereby adopt the following policy governing the inspection and copying of Association records:

1. The Association shall keep as permanent records the following documents:
  - (a) Minutes of all meetings of Owners and the Board.
  - (b) A record of all actions taken by the Owners or the Board by written ballot or written consent in lieu of a meeting.
  - (c) An updated Owner directory with addresses, phone numbers, and e-mail addresses (if applicable).

In addition to the above, the Association shall keep a copy of each of the following records at its principal office:

- (a) Articles of Incorporation, Declaration, Covenants and Bylaws.
  - (b) Resolutions adopted by the Board.
  - (c) The minutes of all Owners meetings and records of all actions taken by Owners without a meeting for the past three (3) years.
  - (d) A list of the names and business or home addresses of the Association's current directors and officers.
  - (e) The Association's most recent annual report.
  - (f) All financial audits or reviews conducted pursuant to Section 38-33.3-3 03(4)(b) during the immediately preceding three years.
2. All records shall be inspected at the principal office of the Association located at 135 Main Street, Dillon, CO 80435 between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday, except legal holidays.
3. At the discretion of the Association's Manager, certain records may only be inspected in the presence of a Board member or employee of the Manager. No records may be removed from the office without the express written consent of the Board of Directors. Further, if a Member requests to inspect records, the Association may photocopy and provide the requested records to the Member in lieu of the Member's inspection of the records if consented to by the Member.

5. The Association may charge a fee, not to exceed the Association's actual cost per page for copies of the Association records.

6. In determining whether records may be inspected, the Association shall consider among other things:

- A. Whether the request is made, in good faith and for a proper purpose;
- B. Whether the records requested are relevant to the purpose of the request;
- C. Whether disclosure is for an illegal or improper purpose, or would violate a constitutional or statutory provision or public policy;
- D. Whether disclosure may result in an invasion of personal privacy, breach of confidence or privileged information as set forth above; and

The Elk Run at Copper Mountain Association

By: \_\_\_\_\_  
Paul Zlotoff, President

Attest

\_\_\_\_\_  
Dick McKay, Secretary

This Inspection and Copying of Association Records Policy was adopted by the Board of Directors on the 28<sup>th</sup> day of December, 2005, effective the 1st day of January, 2006, and is attested to by the Secretary of The Elk Run at Copper Mountain Association.

\_\_\_\_\_  
Dick McKay, Secretary