

WINLSOW ESTATES CONDOMINIUM OWNERS ASSOCIATION

Records Request Policy

Approved 12-17-2020

1. RECORDS AVAILABLE FOR INSPECTION

- A. The Association's Board may withhold from inspection any records that in its reasonable business judgment would:
- i. Constitute an unwarranted invasion of privacy;
 - ii. Constitute privileged information under the attorney-client privilege;
 - iii. Involve pending or anticipated litigation or contract negotiations; and/or
 - iv. Involve the employment, promotion, discipline, or dismissal of a specific Board Member or employee

2. ALL REQUESTS FOR RECORDS MUST BE IN WRITING

- A. An owner who wants to inspect or copy the Association's records must submit a written request to the Board or Manager. The request must specify the particular record(s) desired, including pertinent time periods, and shall state whether the request is for inspection or copying. The request must be sufficiently detailed to allow the Association to retrieve the record(s) requested.

3. ONLY OWNERS OR AUTHORIZED REPRESENTATIVE MAY INSPECT

- A. Every owner shall have the right to inspect or copy the Association's records in compliance with the rules and procedures contained in this policy.
- B. 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. RULES OF CONDUCT AND PROCEDURE GOVERNING REQUEST TO INSPECT/COPY

- A. All inspections shall take place at the Association's office or at such other location as the Board designates. No owner shall remove original records from the location where the inspection is taking place.

- B. The Association shall make records available for inspection on or before the 15th business day after the Association actually receives the written inspection request. This time frame may be extended if the records requested are so voluminous or otherwise in such condition as to render this time frame unreasonable. The Association will notify the owner (by telephone, in person, by email, or in writing) that the records are available, and specify the time, date, and place for the inspection.
- C. No owner shall alter Association records in any manner.
- D. All people inspecting or requesting copies of records shall conduct themselves in a businesslike manner and shall not interfere with the operations of the Association's office or such other location where the inspection or copying is taking place. The Association office, or place of inspection or copying, shall assign one staff person to assist in the inspection. All requests for further assistance and copying during an inspection shall be directed only to that one staff person.
- E. During an inspection, the owner may designate for copying such records by use of a tab, clip, or Post-It note upon the page(s) desired.
- F. Owners shall not exercise their inspection or copying rights to harass any other owner or resident, board member, its managing agent, officer, director, or employee.

5. CHARGES FOR COPIES/INSPECTION

- A. Upon written request, owners shall be provided meeting minutes at no charge.
- B. Other than meeting minutes, the owner must pay \$0.25 per page for copying regular or legal sized records. In addition, the owner must pay a minimum clerical fee of \$25.00 for the copying of pages 1 through 50 plus an additional clerical fee of \$25.00 for every increment of 50 pages copied thereafter.
- C. To preserve the sanctity of the records, a physical records inspection requires the presence of a staff member. The owner must pay \$25.00 per hour in quarter hour increments for staff attendance at the records inspection.
- D. The owner must pay the costs of copying and/or inspection at the time of billing for copies or actual inspection. However, the Board may, in its sole discretion, require advance payment.