

**RESPONSIBLE GOVERNANCE POLICIES**

Colorado Common Interest Ownership Act

**RECORDKEEPING, INSPECTION AND COPYING OF ASSOCIATION RECORDS**

A. In addition to the records required to be kept under this policy, pursuant to Section 38-33.3-209.5, the Association shall keep as permanent records of the Association all of the records, documents, minutes, communications, statements, lists, reports, contracts and other items as required by Section 38-33.3-317, C.R.S. of the Colorado Common Interest Ownership Act.

B. The records that must be kept by the Association shall be made available for examination and copying by an Owner or the Owner's authorized agent.

C. The Association may charge a reasonable fee to cover the costs of labor and material, for copies of Association records. The fee may not exceed the estimated cost of production and reproduction of the records.

D. As used in this policy, "available" means available for examination or copying during normal business hours, upon notice of at least ten business days prior to inspection or production of documents, to the extent that the request describes with reasonable particularity the records sought and the purpose of the request, except that no statement of purpose is required for production of the Declaration, bylaws, articles of incorporation or rules and regulations of the Association.

E. A membership list or any part thereof may not be obtained or used by any person, without the consent of the Board of Directors, for any purpose unrelated to an Owner's interest as a unit owner, including any purpose prohibited by Section 38-33.3-317, C.R.S. of the Colorado Common Interest Ownership Act.

F. The Association may withhold records from inspection and copying to the extent they are or concern any matter specified in Section 38-33.3-317(3), C.R.S. of the Colorado Common Interest Ownership Act, and shall withhold records from inspection and copying to the extent they are or concern any matter specified in Section 38-33.3-317(3.5), C.R.S. of the Colorado Common Interest Ownership Act.