

RECORDS INSPECTION AND PRODUCTION POLICY

The Association adopts the following policies concerning inspection and copying of Association records by Owners¹ of the Association.

1. **Maintenance of Records.** The Association shall keep and maintain those records that the Colorado Common Interest Ownership Act, as amended (the “CCIOA”), specifically mandates the Association shall keep and maintain. The Association may, in the sole discretion of its board of directors, keep or maintain records not required to be kept or maintained by the CCIOA. The Association may, in the sole discretion of its board of directors, keep or maintain records for a longer duration than required by the CCIOA.
2. **Inspection and Copying of Records.** The Association’s records shall be subject to inspection and copying by any Owner to the fullest extent required by the CCIOA. As set forth in the CCIOA, certain records, including without limitation attorney-client privileged documents, may or shall be withheld by the Association. In the event that the Association erroneously or otherwise accidentally produces any record to any Owner which record should have been withheld, the Owner shall immediately destroy the record together with all copies and images of such record.
3. **Request for Inspection and Copying.** An Owner must submit a written request, describing with reasonable particularity the records sought, at least ten days prior to the requested inspection or production of the documents. Inspection and copying shall occur during normal business hours. In the sole discretion of the Board, the inspection or production may be deferred until the next regularly scheduled executive Board meeting if the meeting occurs within thirty days after the request.
4. **Costs.** The Association shall impose a reasonable charge to cover all costs of labor and material for copies of the Association’s records. The charge shall include costs of production and reproduction of the records. The Association is not obligated to compile or synthesize information, but to the extent that the Association responds to any request by compiling or synthesizing its information, the requesting Owner shall be responsible for all costs, fees and charges incurred by the Association in responding to the request. Broad requests will require more time to respond to by the Association and its agents and therefore result in larger fees and costs to the Association, which will be passed on to the Owner. By way of illustration only, and not by way of limitation, a request for all Association records for a period of time covering many months relating to a specific topic will result in substantially more cost to the Association than a request to the Association of a list of specific records identified by date and title. The Association shall require the Owner to pay the invoice for his, her or its record request prior to delivery of any records. Records may be provided to an Owner electronically if agreed to by an Owner.
5. **No Commercial Purposes.** Association records and the information contained within those records shall not be used for commercial purposes.
6. **Reconciliation with Other Governing Documents.** To the extent of any conflict between any provision in these policies and any provision in any other rule, regulation, bylaw, or policy of the Association, these policies shall supersede and replace those provisions in such other governing documents, which are in conflict with the provisions in these policies.