

HIGHLAND PARK 3 ASSOCIATION, INC.
RECORDS AND INSPECTION POLICY

Effective Date: June 5, 2018

In compliance with the Colorado Common Interest Ownership Act (CCOIA), Bylaws, and Covenants for Highland Park 3 Association, Inc (“the Association”), the Board of Directors (“BOD”) desires to adopt a uniform and systematic policy regarding an Owner's right to inspect and copy the Association records, and to provide clarification for the Association's obligations with respect to record keeping.

1. Association Record Maintained. In addition to any records specifically required by the Association Declaration, Bylaws or Covenants, the Association shall maintain the following records, all of which shall be deemed to be the sole records of the Association for purposes of document retention and production to Owners. If the Association stores other types of documentation, or stores documentation for a longer time period than may be required, such documentation may not be considered records of the Association and therefore not subject to production:

1.1. Yearly disclosure (within 90 days after the end of each fiscal year) pursuant to CCIOA section 38-33.3-209.4, C.R.S. the Association shall make available to Owners by posting on an internet web page, with notice sent to all members by first class mail, email or personal delivery, or having the documents available for inspection at the Association's principal place of business, the following:

1.1.1. The date the fiscal year commences;

1.1.2. Operating budget; financial statements (including amounts held in reserve) for the year immediately preceding the current annual disclosure; results of a financial audit or review (if any);

1.1.3. Disclosure of the Association's current assessments, both regular and special assessments;

1.1.4. A list of all the Association's insurance policies, to include company names, policy limits, policy deductibles, additional named insureds, and expiration dates;

1.1.5. All the Association's Bylaws, Articles, and Covenants;

1.1.6. The Association's Governance Policies and other BOD policies;

1.1.7. The minutes of the BOD and Member meetings for the fiscal year immediately preceding the current annual disclosure.

1.1.8 Any changes to the Association manager or designated agent, Association address and telephone number.

1.2. Detailed records of receipts and expenditures affecting the operation and administration of the Association;

1.3. Records of claims for construction defects and non-confidential settlement amounts received by the Association;

1.4. Minutes of all meetings of Owners and the BOD, plus a record of all actions taken by Owners or the BOD without a meeting, and a record of all actions taken by a committee of the BOD;

1.5. Written communications by board members and votes cast that are:

1.5.1. Directly related to an action taken outside of a meeting; or

1.5.2. Directly related to an action outside of a meeting pursuant to the Association's Bylaws. Note: This implies that other written communications between board members that do not pertain to these issues are not viewed as Association Records that are open to inspection by owners.

1.6. Names of Owners in a form that permits preparation of a list of the names of all owners and their physical mailing addresses at which the Association communicates with them, and the number of votes per unit (Lot).

1.7. The names, physical addresses, and email addresses of the current board members;

1.8. Financial statements shall be available for the past three years and tax returns of the Association for the past seven years, to the extent available, plus financial records sufficiently detailed to produce statements of unpaid assessments per section 38-33.3-316 (8) C.R.S.;

1.9. The most recent annual report delivered to the Secretary of State, if any;

1.10. The Association's most recent Reserve Study, if any;

1.11. Current written contracts to which the Association is a party and contracts for work performed for the Association within the immediately preceding two years;

1.12. Records of the BOD or committee actions to approve or deny any requests for design or architectural approval from Owners;

1.13. Ballots, proxies, and other records related to voting by Owners for one year after the election, action, or vote to which they relate;

1.14. Resolutions adopted by the BOD relating to the characteristics, qualifications, rights, limitations, and obligations of Owners or any class or category of Owners;

1.15. All written communications within the past three years to all Owners generally as Owners.

2. Procedures for requesting Association Records.

2.1. The records set forth in Paragraph 1 shall be made reasonably available for inspection and copying or to be received via email by an Owner or an Owner's authorized agent during convenient business hours. The BOD may request written proof of an agent's authorization;

2.2. The BOD may require a written request which reasonably describes the records sought to be inspected, copied or transmitted and which may be required by the BOD to be submitted with enough lead time to enable production (up to 10 days prior to inspection or production of copies);

2.3. A request does not require a purpose;

2.4. A reasonable charge may be imposed to cover costs of labor and/or material associated with assembling, producing records for inspection and copying of records. This may be collected in advance;

2.5. The Association is not obligated to compile or synthesize information;

2.6. Association records and the information contained in those records shall not be used for commercial purposes;

2.7. Most of the Association Records are or will be available in .pdf format and available for download on the Association's website when it is created.

3. Association Records which may be withheld from production.

3.1. Architectural drawings, plans, and designs, unless released by the written consent of the legal owners of the drawings, plans or designs;

3.2. Contracts, leases, bids, or records related to transactions to purchase or provide goods or services that are currently in or under negotiations;

3.3. Communications with legal counsel that are otherwise protected by attorney-client privilege or attorney work product doctrine;

3.4. Disclosure of information in violation of the law;

3.5. Records of an executive session of the BOD;

3.6. Records relating to or concerning individual properties other than those of the requesting Owner;

3.7. If the BOD consents to production to any Association Records listed in this Paragraph 3., the procedure for such requests shall be covered as in Paragraph 2.

4. Association Records which MUST BE WITHHELD from production.

4.1. Personnel, salary, or medical records relating to specific individuals;

4.2. Personal identification and account information of Owners, including bank account information, telephone numbers, email addresses, driver's license numbers, and social security numbers.

5. Use of the Association Owners List.

5.1. Without the consent of the BOD, an Owners List (or any part of that list) may not be obtained or used by any person for any purpose unrelated to an Owner's interest as an Owner;

5.2. Without the consent of the BOD, an Owners List (or any part of that list) may not be:

5.2.1. Used to solicit money or property unless such money or property will be used solely to solicit the votes of the Owners in an election to be held by the Association;

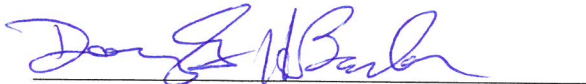
5.2.2. Used for any commercial purpose; or

5.2.3. Sold to or purchased by any person.

6. Amendment: This Policy may be amended from time to time by the BOD.

IN WITNESS WHEREOF, the undersigned certifies that this Records and Inspection Policy was established by the Declarant in its role as the initial Board of Directors of the Highland Park 3 Association, Inc.

HIGHLAND PARK 3 ASSOCIATION, INC.
By LITTLE LONDON, LLC, DECLARANT



By Douglas H. Barber-Member