

**Marina Place Condominium Association  
Records Policy  
Effective December 31, 2006  
As revised May 18, 2007**

The Association shall annually provide unit owners with the following information:

- The Association's name
- The Association's Managing Agent
- The physical address for both the Association and Managing Agent.

The Board of Managers shall ensure that unit owners are provided notice within ninety days if the Association's Managing Agent Company or address changes or the Association's address changes.

The Association shall keep a copy of each of the following records at its principle office and/or posted on its website.

1. Articles of Incorporation
2. The Declaration
3. The Covenants if applicable
4. Bylaws
5. Resolutions adopted by its Board relating to the characteristics, qualifications, rights, limitations, and obligations of unit owners.
6. Minutes of all Owners' meetings for the past three years. Minutes of Board meetings and actions taken by a committee of the Board, and records of all action taken by unit owners without a meeting, for the past three years.
7. Record of all actions taken by the unit owners or board by written consent instead of holding a meeting.
8. Record of all actions taken by a committee of the board.
9. Record of all waivers of meeting notices of unit owners, board members, or any committee members.
10. All written communication within the past three years to unit owners generally as unit owners.
11. A list of the names, business or home and electronic addresses of its current directors and officers.
12. The association's operating budget, annual income and expenditure statement and the annual balance sheet.
13. All Financial audits or reviews conducted during the immediately preceding three years.

The following procedures apply to any unit owner who requests in writing to inspect/copy association records:

1. The unit owner must provide a written request specifying what records the owner would like to see, the reason for review of the records, and whether copies of certain documents are requested.
2. All financial and other records shall be made reasonably available for examination by any unit owner and such owner's authorized agents.
3. The Association may charge unit owners the "actual cost" for copying records, which includes personnel and equipment used for the search, retrieval, and copying of records. This charge may be collected by the Association in advance.
4. The Association shall make the requested records available within five business days of the Owner's request or at the next regularly scheduled Owner or Board meeting if the next regularly scheduled Owner or Board meeting is scheduled within thirty days of the Owner's request, in the sole discretion of the Board. The Board shall advise the Owner

of the time and place of such inspection in writing within 5 business days of the Owner's request. The requested records will be made available to the extent that:

- i. The request is made in good faith and for a proper purpose;
  - ii. The request describes with reasonable particularity the records sought and the purpose of the request; and,
  - iii. The records are relevant to the purpose of the request.
5. A membership list or any part thereof may not be obtained or used by any person for any purpose unrelated to a unit owner's interest as a unit owner without consent of the executive board. A membership list or any part thereof may not be:
- i. Used to solicit money or property unless such money or property will be used solely to solicit the votes of the unit owners in an election to be held by the association;
  - ii. Used for any commercial purpose; or
  - iii. Sold to or purchased by any person.

Records pertaining to any of the following matters are considered confidential and/or privileged and are not available for inspection or copying by owners unless otherwise determined by the board:

1. Matters pertaining to employees of the Association or the managing agent's contract or involving the employment, promotion, discipline, or dismissal of an officer, agent, or employee of the Association.
2. Consultation with legal counsel concerning disputes that are the subject of pending or imminent court proceedings or matters that are privileged or confidential between attorney and client.
3. Investigative proceedings concerning possible or actual criminal misconduct.
4. Matters subjected to specific constitutional, statutory, or judicially imposed requirements protecting particular proceedings or matters from public disclosure.
5. Any matter the disclosure of which would constitute an unwarranted invasion of individual privacy.
6. Review of or discussion relating to or constituting any written or oral communication from legal counsel.

This policy shall not be construed to invalidate any provision of the Declaration, Bylaws, the corporate law under which the Association is organized, or other documents that more broadly defined records of the Association that are subject to inspection and copying by unit owners, or that grants unit owners freer access to such records. Privacy protections contained above shall supersede any such provision.