

**RESOLUTION
OF
MASTER HOMEOWNERS ASSOCIATION FOR GREEN VALLEY RANCH
REGARDING POLICY AND PROCEDURE FOR INSPECTION AND COPYING OF
ASSOCIATION RECORDS**

SUBJECT: Adoption of a procedure for the inspection and copying of Association records by Owners and retention of Association permanent records.

PURPOSE: To adopt a policy regarding an Owner's right to inspect and copy Association records; to adopt a standard procedure to be followed when an Owner chooses to inspect or copy Association records.

AUTHORITY: The Declaration, Articles of Incorporation, and Bylaws of the Association and Colorado law.

**EFFECTIVE
DATE:** January 26, 2026

RESOLUTION: The Association hereby adopts the following Policy and Procedures:

1. Records for Inspection. In addition to any records specifically defined in the Association's declaration or bylaws or expressly required by C.R.S. 38-33.3-209.4, the Association must maintain the following pursuant to C.R.S. 38-33.3-317, all of which shall be deemed to be the sole records of the Association for purposes of document retention and production to Owners:
 - (a) Records of receipts and expenditures affecting the operation and administration of the Association;
 - (b) Records of claims for construction defects and amounts received pursuant to the settlement of any such claims;
 - (c) Minutes of all meetings of Owners;
 - (d) Minutes of all meetings of Board members (except records of executive sessions of the Board);
 - (e) Records of actions taken by the Owners without a meeting;
 - (f) Records of actions taken by the Board without a meeting, including written communications and e-mails among Board members that are directly related to the action so taken;
 - (g) Records of actions taken by any committee of the Board without a meeting;
 - (h) A list of the names of the Owners in a form that permits preparation of a list of the names and mailing addresses of all Owners, as well as the number of votes of each Owner is entitled to vote;
 - (i) The Association's governing documents which are comprised of:

- (1) The declaration;
 - (2) The bylaws;
 - (3) The articles of incorporation;
 - (4) Any rules and regulations and/or design guidelines; and
 - (5) Any policies adopted by the Board, including the Association's responsible governance policies.
- j) Financial statements for the last three years, which at a minimum shall include the balance sheet, the income/expense statement, and the amount held in reserves for the prior fiscal year;
 - (k) Tax returns for the last seven years, to the extent available;
 - (l) The operating budget for the current fiscal year;
 - (m) A list, by unit type, of the Association's current assessments, including both regular and special assessments;
 - (n) The result of the Association's most recent available financial audit or review, if any;
 - (o) A list of the Association's insurance policies, which shall include the company names, policy limits, policy deductibles, additional named insured, and expiration dates of the policies listed;
 - (p) A list of the names, e-mail addresses and mailing addresses of the current Board members and officers;
 - (q) The most recent annual report delivered to the Secretary of State;
 - (r) A ledger of each Owner's assessment account;
 - (s) The most recent reserve study, if any;
 - (t) Current written contracts and contracts for work performed for the Association within the prior two years;
 - (u) Records of Board or committee actions to approve or deny any requests for design or architectural approval from Owners;
 - (v) Ballots, proxies, and other records related to voting by Owners for one year after the election, vote or action to which they relate;
 - (w) Resolutions adopted by the Board;
 - (x) All written communications sent to all Owners generally within the past three years;
 - (y) A record showing the date on which the Association's fiscal year begins;

- (z) All waivers of the notice requirements for Owner meetings, Board member meetings, or committee meetings;
- (aa) A record of any unsatisfied judgments against the Association and the existence of any pending suits in which the Association is a defendant;
- (bb) All documents included in the Association's annual disclosures made pursuant to C.R.S. 38-33.3-209.4;
- (cc) A list of the current amounts of all unique and extraordinary fees, assessments, and expenses that are chargeable by the Association in connection with the purchase or sale of a Unit and are not paid through assessments, including transfer fees, record change fees, and the charge for a status letter or statement of assessments due; and
- (dd) Any items identified as records in the Declaration or Bylaws.

2. Exclusions. The Association may withhold from inspection and copying certain records as provided by Colorado law, and which shall not be deemed to be records of the Association, which shall include, but are not limited to:

- (a) Architectural drawings, plans, and designs, unless released upon the written consent of the owner of such drawings, plans, or designs;
- (b) Contracts, leases, bids, or records related to transactions currently under negotiation;
- (c) Communications with legal counsel that are otherwise protected by the attorney-client privilege or the attorney work product doctrine;
- (d) Records of executive sessions of the Board;
- (e) Individual unit files other than those of the requesting Owners.

The Association **shall** withhold from inspection and copying the following records as provided by Colorado law:

- (f) Personnel, salary or medical records relating to Individuals;
- (g) Personal identification and account information of Owners, including bank account information, telephone numbers, e-mail addresses, driver's license numbers, and social security numbers.

3. Inspection/Copying Association Records. An Owner or his/her authorized agent is entitled to inspect and copy any of the books and records of the Association, as listed above, subject to the exclusions set forth above, upon submission of a written request to the Association describing with reasonable particularity the records sought. The Association shall provide access to the requested records by:

- (a) Making the requested records available for inspection and copying by the Owner within 30 calendar days after receipt of a written request submitted by certified mail, return receipt requested, and payment of any fees required, which inspection shall be during the regular business hours of 8:00 a.m. to 5:00 p.m. at the office of the Association's Managing Agent; or
 - (b) Making the requested records available for inspection and copying by the Owner during the next regularly scheduled Board meeting occurring within 30 calendar days of the Owner's written request; or
 - (c) Emailing the requested records to the Owner within 30 calendar days of the Association's receipt of such written request, if so requested by the Owner.
- 4. Use of Records. Association records and the information contained within the records shall not be used for commercial purposes. Furthermore, while Owners are not required to state a purpose for any request to inspect the records of the Association, the membership list may not be used for any of the following without the consent of the Board:
 - (a) To solicit money or property unless such money or property will be used solely to solicit the votes of the Owners in an election held by the Association;
 - (b) For any commercial purpose; or
 - (c) Sold to or purchased by any person.
- 5. Fees/Costs. The Association may impose a reasonable charge, which may be collected in advance and may cover the costs of labor and material, for copies of Association records. The charge may not exceed the estimated cost of production and reproduction of the records, including the costs of copying, mailing, and any necessary special processing.
- 6. Inspection. The Association reserves the right to have a third party present to observe during any inspection of record by an Owner or the Owner's representative.
- 7. Original. No Owner shall remove any original book or record of the Association from the place of inspection nor shall any Owner alter, destroy or mark in any manner, any original book or record of the Association.
- 8. Creation of Records. Nothing contained in this Policy shall be construed to require the Association to create records that do not exist or compile or synthesize information.
- 9. Definitions. Unless otherwise defined in this Resolution, initially capitalized or terms defined in the Declaration shall have the same meaning herein.
- 10. Supplement to Law. The provisions of this Resolution shall be in addition to and in supplement of the terms and provisions of the Declaration and the law of the State of Colorado governing the Community.
- 11. Deviations. The Board may deviate from the procedures set forth in this Resolution if in its sole discretion such deviation is reasonable under the circumstances.

12. Amendment. This policy may be amended from time to time by the Board of Directors.

PRESIDENT'S CERTIFICATION: The undersigned, being the President of Master Homeowners Association for Green Valley Ranch, a Colorado nonprofit corporation, certifies that the foregoing Resolution was approved and adopted by the Board of Directors of the Association, at a duly called and held meeting of the Board of Directors of the Association on January 26, 2026 and in witness thereof, the undersigned has subscribed their name.

MASTER HOMEOWNERS ASSOCIATION FOR
GREEN VALLEY RANCH, a Colorado non-profit
corporation

By: 

Its: President

**MASTER HOMEOWNERS ASSOCIATION FOR GREEN VALLEY RANCH
REQUEST FOR ACCESS TO ASSOCIATION RECORDS**

Member Name: _____ Date: _____

Address: _____

Telephone #: _____

1. Pursuant to state law and the Association's Records Inspection Policy, I hereby request that Master Homeowners Association for Green Valley Ranch provide access to the records of the Association. I have requested to inspect and/or obtain copies of the following records:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

(Please be as specific as possible. Add additional pages, if necessary.)

I understand that upon receipt of this request, the Association will set an appointment with me during regular business hours.

2. I understand that under the terms of the Colorado Revised Nonprofit Corporation Act, Association records may not be obtained or used for any purpose unrelated to my interest(s) as an Owner or for any commercial purpose. I further understand and agree that the Association's membership list 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 Owners in an election held by the Association;

(ii) Used for any commercial purpose;

(iii) Sold to, otherwise distributed to, or purchased by any person; or

(iv) Any other purpose prohibited by law.

3. I acknowledge and accept the Association's records inspection policy. I acknowledge and accept that the Association's records will be made available to me only at such time and place as the Association's policy provides, and that there may be a cost associated with providing copies of these documents for me. I agree to pay any costs associated with copying these documents. In the event the records provided to me by the Association are used for any commercial purposes or other improper purpose, I will be responsible for any and all damages, penalties, and costs incurred by the Association, including attorney fees, and I shall be subject to all enforcement procedures available to the Association through its governing documents and/or Colorado law.

Member Signature: _____ Date: _____

Member Name: _____ Date: _____

Address: _____

Telephone #: _____