

Resolution of the Townhomes at Red Hawk Homeowner's Association Regarding Records Retention and Inspection Policy

Subject: Records Retention and Inspection Policy

Purpose: To adopt a procedure and policy outlining retention of records and the inspection of records

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

Effective Date: December 01, 2006

Resolution: The Association hereby adopts the following procedures to be followed when retaining records and when records are requested to be inspected

1. Scope: To define procedures to be followed when retaining records and when records are requested to be inspected.

2. Specifics:

All records for the Association will be kept permanently either in paper or electronic form including financial records, unit records, correspondence, etc. for the year of 2006 forward. All records prior to the year 2006 will be kept as to what is currently available by the Board of Directors and / or the management company.

Owners and their agents may request to inspect records or copies of records; requests must be made in writing to the management company. The records can only be physically inspected within the management company's office during normal business hours, or during the next regularly scheduled Owner or Board meeting occurring within 30 days of the Owner's request, at the discretion of the Board. Every effort will be made to provide online inspection of records. If physical copies of records are requested to be mailed, faxed, or electronically mailed, a per page charge of \$0.10 plus office staff time to copy the required pages will be billed and due. Additional mailing charges may apply. These charges shall be at the Owner's expense, and may be collected by the Association in advance.

The written request must state who is making the request, proof of authorization to make request, unit address within the community, what records are being requested to be reviewed, and the reason for the review. The review of records may only be for proper purposes and must be association related. A signed acknowledgement from the unit owner, not the agent, must be on record stating that the records can not be used for an improper purpose.

Association records, including membership lists, shall not be used by any Owner for:

- Any purpose unrelated to an Owner's interest as an Owner;
- The purpose of soliciting 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;
- Any commercial purpose;
- For the purpose of giving, selling, or distributing such Association records to any person; or
- Any improper purpose as determined in the sole discretion of the Board.

Those items that are between the Board of Directors and the attorneys are not open for review. Items that are of a personal nature shared with the Board of Directors by a specific unit owner will not be open for review.

The Association shall make the requested records available within five (5) 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 (30) 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 five (5) business days of the Owner's request.

3. Definitions: Unless otherwise defined in this Resolution, initially capitalized or terms defined in the Declaration shall have the same meaning herein.

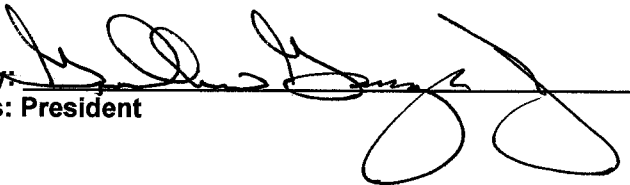
4. Supplement to Law: The provisions of this Resolution shall be in addition to and in supplement of the terms and provisions of the Declaration and the law of the State of Colorado governing the Project.

5. 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.

6. Amendment: This procedure may be amended from time to time by the Board of Directors.

President's Certification: The undersigned, being the President of the Association certifies that the foregoing resolution was adopted by the Board of Directors of the Association and in witness thereof, the undersigned has subscribed his/her name.

Townhomes at Red Hawk Homeowners Association

By: 
Its: President