

**RESOLUTION  
OF RICHARDSON SQUARE CONDOMINIUMS ASSOCIATION, INC.  
REGARDING INSPECTION AND COPYING  
OF ASSOCIATION RECORDS**

**SUBJECT:** Adoption of policies for retention, inspection and copying of association records, as required by C.R.S. § 38-33.3-209.5.

**PURPOSE:** To adopt policies for the retention, inspection and copying of RICHARDSON SQUARE CONDOMINIUMS ASSOCIATION, INC. (the "Association") records.

**EFFECTIVE DATE:** April 28, 2016.

**RESOLUTION:** The Association hereby adopts the following policy:

1. The Association will keep as permanent records minutes of all meetings of the membership and board of directors, a record of all actions taken by the owners or board of directors by written ballot or written consent in lieu of a meeting, and a record of all waivers of notices of meetings of members and of the Board of Directors. The Association manager will maintain a record of members in a form that permits preparation of a list of the names and addresses of all such members, showing the number of votes each member is entitled to vote. The Association will maintain such records in written form or in another form capable of conversion into written form within a reasonable time.

2. All financial and other records will be made reasonably available for examination and copying by any member and such owner's authorized agents. The Association may charge a fee, which may be collected in advance, not to exceed the Association's actual cost per page, for copies of Association's records. As used in this Resolution, "reasonably available" means available during normal business hours, upon advance notice of 5 business days, or at the next regularly scheduled meeting if such meeting occurs within 30 days after the request, to the extent that:

a) the request is made in good faith and for a proper purpose;

b) the request describes with reasonable particularity the records sought and the purpose of the request; and

c) the records are relevant to the purpose of the request.

3. In addition to the records mentioned above, the Association will keep a copy of each of the following records at its principal office: a) its articles of incorporation, declaration, bylaws, rules and regulations, responsible governance policies adopted pursuant to C.R.S. § 38-33.3-209.5, and other policies adopted by the executive board; b) the minutes of all membership meetings; c) records of all action taken by members without

a meeting, for the past 3 years; c) all written communications within the past 3 years to members generally; d) a list of the names, business or home addresses and email address of the current directors and officers; e) the most recent annual report, if any; f) the Association's most recent reserve study, if any; g) current written contracts to which the Association is a party and contracts for work performed for the Association within the immediately preceding two years; h) ballots, proxies, and other records related to voting by unit owners for one year after the election, action, or vote to which they relate; i) resolutions adopted by its board of directors relating to the characteristics, qualifications, rights, limitations, and obligations of members or any class or category of members, if any; and j) all financial audits or reviews conducted during the immediately preceding 3 years.

4. Notwithstanding anything contained herein to the contrary, a membership list or any part thereof may not be obtained or used by any person for any purpose unrelated to a member's interest as a lot owner without consent of the Board of Directors. A membership list or any part thereof may not be used to solicit money or property unless such money or property will be used solely to solicit the votes of members in an election to be held by the Association, and may not be used for any commercial purpose, or sold to or purchased by any person.

**CERTIFICATION:** The undersigned, being the President of RICHARDSON SQUARE CONDOMINIUMS ASSOCIATION, INC., 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 April 28, 2016.

In witness whereof, the undersigned has subscribed her name.

**RICHARDSON SQUARE CONDOMINIUMS ASSOCIATION, INC.**

By: Donna Janks  
Donna Janks, President