

**RESOLUTION
OF THE
THE OVERLOOK TOWNHOME ASSOCIATION, INC.
REGARDING POLICY AND PROCEDURE FOR INSPECTION AND COPYING OF
ASSOCIATION RECORDS**

Effective Date: January 1, 2014

In compliance with the Colorado Common Interest Ownership Act, the Board of Directors adopts a policy and procedure for inspection and copying of Association records.

The Association hereby adopts the following policy for inspection and copying of Association records:

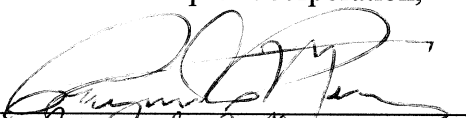
1. Scope. Adoption of a procedure for the inspection and copying on Association records by Owners and retention of Association permanent records.
2. Purposes. To adopt a policy regarding an Owner's right to inspect and copy Association records and identification of records to be permanently retained by the Association. To adopt a standard procedure to be followed when an Owner chooses to inspect or copy Association records.
3. Authority. The Declaration, Articles and Bylaws of the Association and Colorado law.
4. Resolution. The Association hereby adopts the following Policy and Procedures:
 - (a) The Association will permanently retain the following records as required by Colorado law:
 - (i) Minutes of all Board and Owner meetings
 - (ii) All actions taken by the Board or Owners by written ballot in lieu of a meeting
 - (iii) All actions taken by a committee on behalf of the Board instead of the Board acting on behalf of the Association
 - (iv) All waivers of the notice requirements for Owner meetings, Board member meetings, or committee meetings
 - (b) 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, subject to the exclusions, conditions and requirements set forth below:
 - (c) The inspection and/or copying of the records of the Association shall be at the Owner's expense;
 - (d) The inspection and/or copying of the records of the Association shall be conducted during the hours of 10:00 a.m. to 4:00 p.m., Monday through Friday, at the Association's management office; and

- (e) The Owner shall give the Association's managing agent a written demand at least five business days before the date on which the Owner wishes to inspect and/or copy such records.
5. Proper Purpose/Limitation. Association records shall not be used by any Owner for:
- (a) Any purpose unrelated to an Owner's interest as an Owner;
 - (b) 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;
 - (c) Any commercial purpose;
 - (d) For the purpose of giving, selling, or distributing such Association records to any person; or
 - (e) Any improper purpose as determined in the sole discretion of the Board.
6. Exclusions. The following records shall NOT be available for inspection and/or copying as they are deemed confidential:
- (a) Attorney-client privileged documents and records, unless the Board decides to disclose such communications at an open meeting;
 - (b) Any documents that are confidential under constitutional, statutory or judicially imposed requirements; and
 - (c) Any documents, or information contained in such documents, disclosure of which would constitute an unwarranted invasion of individual privacy, including but not limited to social security numbers, dates of birth, personal bank account information, and driver's license numbers.
 - (d) Any documents excluded by law or statute.
7. Fees/Costs. Any Owner requesting copies of Association records shall be responsible for all actual costs incurred by the Association, which have been determined to be \$.50 per page, and \$50.00 per hour for the cost to search, retrieve, and copy the record(s) requested. For the copy requests estimated to be \$50.00 or more, the Association may require a deposit equal to the anticipated actual cost of the requested records. Failure to pay such deposit shall be valid grounds for denying an Owner any copy/copies of such records. If after payment of the deposit it is determined that the actual cost was more than the deposit, Owner shall pay such amount prior to delivery of the copies. If after payment of the deposit it is determined that the actual cost was less than the deposit, the difference will be returned to the Owner with the copies. There will be no cost to any Owner accessing records which are required to be disclosed by Colorado law at no cost to Owners.
8. 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.
9. Original. No Owner will remove any original book or record of the Association from the place of inspection nor will any Owner alter, destroy or mark in any manner, any original book or record of the Association.

- 10. Creation of Records. Nothing contained in this Policy shall be construed to nor require the Association to create records that do not exist or compile records in a particular format or order.
- 11. Definitions. Unless otherwise defined in this Resolution, initially capitalized or terms defined in the Declaration shall have the same meaning herein.
- 12. 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.
- 13. 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.
- 14. Amendment. This policy may be amended from time to time by the Board of Directors.

IN WITNESS WHEREOF, the undersigned certify that this policy and procedure for inspection and copying of Association records was adopted by resolution of the Board of Directors of the Association on this 1st day of January, 2014.

THE OVERLOOK TOWNHOME
ASSOCIATION, INC.
a Colorado nonprofit corporation,


By: Raymond P. Meary
Its: President