



## Documents and Records Access Policy

### Introduction

King's Deer Highlands Homeowners Association ("Association") is a business—a not-for-profit Colorado corporation. It must preserve its history, maintain its records, and protect itself from liability. Proper maintenance and control of documents is therefore fundamental to the business operation. Individuals who own properties in King's Deer, i.e. the Members of the Association ("Members"), have a legal right to review certain Association records and to obtain copies.

To protect the Association's financial exposure, legal exposure, and liability, certain information has been deemed "not available" to the general membership for review or reproduction. This information includes communications and records regarding pending contractual actions, legal action and/or information protected by attorney-client privilege.

This policy describes the rights and processes of Members to access Association documents and records.

This policy applies to all Association Members, including all members of the Board of Directors ("the Board"). The Board may, by majority vote recorded in the Board meeting minutes, grant exemption to this policy for any director identified by name. All policy exemptions terminate when the incumbent changes, when withdrawn by a majority vote of the Board, or as specified by the Board when granting the exemption. The terms of the exemption shall be recorded in the Board meeting minutes.

***All Association records must remain in the Association office and not be removed from the premises without prior approval by the Board.***

All previous policies on document and records review, and on copying Association documents and records are rescinded and replaced by this policy.

This policy is effective beginning on the date signed.

### Governing Documents

The Governing Documents are:

- ✓ Declaration of Covenants, Conditions and Restrictions for King's Deer Subdivision.
- ✓ Declaration of Covenants, Conditions and Restrictions for King's Deer Highlands.
- ✓ Bylaws.
- ✓ Articles of Incorporation.
- ✓ Articles of Merger.
- ✓ Design Standards Guidelines.
- ✓ Policies, procedures and rules adopted by the Board of Directors ("Board").
- ✓ Amendments to Governing Documents.

### Association Library

The Association Library shall be available for review by Members on a walk-in basis at the Association business office. The following documents and information constitute the Association Library:

- ✓ Governing Documents.
- ✓ The Association's operating budget for the current fiscal year.
- ✓ The Balance Sheet and Profit & Loss Statement for the current fiscal year.
- ✓ Approved minutes of Board of Director meetings, Annual Membership meetings, Special Meetings, and the Architectural Control Committee.
- ✓ Board Resolutions.
- ✓ Association newsletters.
- ✓ A list of all Association insurance policies.
- ✓ The date of the Association's fiscal year.

Members are entitled to review and receive copies of all documents that constitute the Association Library. Members may review documents of the Association Library by scheduling an appointment with the Association business office. Copies of any Association Library document will be produced for Members normally within five business days of receiving a written request. The request must include the

