

HUNTINGTON WOODS HOMEOWNERS ASSOCIATION

RESOLUTION On Inspection of Records

Resolution Type: Policy Resolution No. P2012-5

RESOLUTION EFFECTIVE DATE 12-1-2012

This is an original Resolution adopted on 11-27-2012

This Resolution hereby revokes and replaces Resolution: _____

This Resolution was revoked and replaced by Resolution: _____

This Resolution was revoked without a replacement on: _____

PURPOSE: To establish a policy of record inspection.

WHEREAS, the HWHOA Bylaws, Article VII, Section 1.c gives the Board of Directors the power to "exercise for the Association all powers, duties and authority vested in or delegated to this Association and not reserved to the membership by other provisions of these Bylaws, The Articles of Incorporation, or the Declarations"

WHEREAS, the Board shall exercise their powers and duties in good faith and in the best interest of the Association and its members;

WHEREAS, the Board wishes to establish standards for the operation and governance of the Association that serve as guiding principles for both volunteer leaders and members of the Association;

WHEREAS, Article 10 of Huntington Woods By-Laws states that any homeowner, or an owner's agent, may ask to inspect the books and records of Huntington Woods Homeowners Association,

NOW, THEREFORE, BE IT RESOLVED the records of Huntington Woods Homeowners Association Records shall be available for inspection by any homeowner, or an owner's agent, by following the procedure outlined below:

PROCEDURE

1. The homeowner shall complete the Record Inspection Form (see Attachment 1). Failure to complete any part of the form will result in the request being denied.
2. Once completed, the form shall be provided to the President, Secretary, or manager of the Association by the homeowner requesting the inspection.
3. The records will generally be available for inspection by mutual agreement within seven to ten (7-10) days, and homeowner will be notified in writing of the scheduled time and place.
4. Pursuant to this policy and procedure, any homeowner will be accompanied by a board member or representative of the board and will be granted access to only one file at a time. This does not limit access to more than one file during the inspection period. It does limit access to one file at a time so that the files are properly maintained and organized.
5. Records may not be removed from the premises, therefore the inspecting homeowner will tag the pages they want copied and the accompanying board member or board representative will have copies made and delivered to the homeowner. Costs of copying equal to \$.10 per page will be paid

