

**PROCEDURE FOR THE EXAMINATION, INSPECTION AND COPYING OF  
RIVER VALLEY RANCH MASTER ASSOCIATION RECORDS, POLICIES  
AND PROCEDURES.**

The River Valley Ranch Master Association (RVRMA) has a declaration of protective covenants, bylaws and rules and regulations. Article 13.4 of the Declaration empowers the Executive Board to enforce compliance to the Protective Covenants, Bylaws, Rules and Regulations of River Valley Ranch. The Executive Board deems it necessary to adopt a policy for the examination, inspection and copying of association records, policies and procedures. The procedure is as follows:

All financial and other records of the RVRMA not otherwise excluded by this policy are available at The Ranch House, located at 444 River Valley Ranch Drive. These records may be accessed during normal business hours 9am – 6pm, Monday through Friday. Originals are not allowed to leave the premises.

The RVRMA is required to keep a copy of each of the following at its principal office:

- a. the article of incorporation and bylaws of the association
- b. the original declaration
- c. the amended and restated protective covenants of River Valley Ranch
- d. resolutions adopted by the Executive Board
- e. the minutes of all Lot/Unit Owners (LUO) meeting and records of actions taken by LUO's without a meeting (kept for 3 years)
- f. all written communications within the past three years to LUO's
- g. a list of the names and business or home addresses of its current directors
- h. the most recent end of year financial statements
- i. all financial audits or review conducted pursuant to section 38-33.3-303(4)(b) during the immediately preceding three years.
- j. A record of unit owners that allows preparation of a list of the names and addresses of all unit owners that shows the number of votes each unit owner is entitled to vote.

Examination and copying by any LUO is permissible if the following conditions are met:

- a. the request was made in good faith and for a proper purpose;
- b. the request describes with reasonable detail the records sought and why;
- c. the records are relevant to the purpose of the request.

A LUO may request any of the above documents by first submitting a Request for Records form, available at the front desk at The Ranch House. (see attached) This request will be processed by the Executive Director within 5 business days.

If the request is denied, the Executive Director shall provide a letter within five (5) business days of the denial which explains the reason for denial. The LUO may appeal such decision to the RVRMA Executive Board by filing a written appeal within 10 days

of the date of the denial letter. The Board shall consider the appeal at its next Regular Meeting

If request is approved by the Executive Director, the Executive Director will make available all items requested on the Request for Records form. If the LUO requests copies, the LUO will be charged \$.25 per page. There will be an hourly rate of \$20 per hour for search, retrieval and copying of records.

A request to examine another LUO's property file or documents will be allowed only if the subject LUO signs a release form allowing another LUO to view or copy their records. These files are considered confidential. LUO must fill out Request for Records once the release form is obtained.

Employee files and records are not public record.

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RVRMA President

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Date Adopted